

Sample letter of application

Your Address

Date

Mrs Smith
Recruitment Manager
Adding Up Bank plc,
1 High Street
London
EC1 1AA

Dear Mrs Smith

Re: Financial Services Apprenticeship vacancy

What to include

Start off by stating what position you are applying for and where you saw the vacancy advertised.

Explain why you are interested in this type of work and show that you understand what the job is likely to involve.

Show that you have researched the company—research equals enthusiasm in the eyes of the employer.

Explain why you are suitable for the position. Education, experience and skills can all be important. Try to include some practical examples to back yourself up.

Let the employer know when you are available for interview.

Finish positively and thank the employer for considering your application.

If you are enclosing your CV type Enc. at the bottom of your letter

I am writing to apply for the Financial Services Apprenticeship vacancy, as currently advertised on your website.

I first became interested in retail banking after completing a two week work experience placement during my GCSEs. Since then, discussions with my careers adviser and my own research have confirmed my belief that this is the careers which will enable me to use not only my interest in business and finance but also my skills in working with people, both in an advisory and managerial capacity.

I am particularly interested in a career with Adding Up Bank because of the high reputation of your apprenticeship training scheme and your commitment to giving new recruits early responsibility.

I have had a variety of part-time and holiday jobs, all of which have required me to work as part of a team and to deal directly with the public. I found my work at the Tourist Information Office particularly valuable in teaching me the importance of ascertaining customers' needs and providing clear and accurate information in response to those needs.

I will be available for interview at any time that is convenient to you and I enclosed my CV for your perusal.

I look forward to hearing from you and thank you for considering my application.

Yours sincerely
(sign here)
Joe Bloggs

Enc.

Application Letter Guidelines

N Noddings



Application Letter Guidelines:

The Complete Idiot's Guide to the Perfect Cover Letter Susan Ireland, 1997 Provides advice on creating effective cover letters and includes sample cover letters for such situations as following up a job interview thanking someone for a job offer and requesting information

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The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter

The Graphic Designer's Guide to Better Business Writing Ruth Cash-Smith, Barbara Janoff, 2010-06-29 Visual thinking graphic designers sometimes struggle to express themselves clearly and effectively in writing Now there s help The Graphic Designer s Guide to Better Business Writing teaches graphic designers how to write compelling business communications Created especially to address the needs of graphic designers this handy guide breaks the writing process down into simple easy to understand stages and offers practical writing and presentation models that designers can put to use immediately Real life examples cover an array of essential topics writing winning resumes and cover letters landing

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