

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

David F. Beer, David A. McMurrey



Application Letter Guidelines:

The book delves into Application Letter Guidelines. Application Letter Guidelines is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Application Letter Guidelines, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Application Letter Guidelines
 - Chapter 2: Essential Elements of Application Letter Guidelines
 - Chapter 3: Application Letter Guidelines in Everyday Life
 - Chapter 4: Application Letter Guidelines in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Application Letter Guidelines. The first chapter will explore what Application Letter Guidelines is, why Application Letter Guidelines is vital, and how to effectively learn about Application Letter Guidelines.
3. In chapter 2, the author will delve into the foundational concepts of Application Letter Guidelines. The second chapter will elucidate the essential principles that must be understood to grasp Application Letter Guidelines in its entirety.
4. In chapter 3, the author will examine the practical applications of Application Letter Guidelines in daily life. The third chapter will showcase real-world examples of how Application Letter Guidelines can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Application Letter Guidelines in specific contexts. The fourth chapter will explore how Application Letter Guidelines is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Application Letter Guidelines. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Application Letter Guidelines.

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