

## 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

**Hussin A.Rothana**



## **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

*United Nations Internships: The Complete Guide*, This comprehensive eBook helps you perform successfully in the UN Internships selection process It will introduce you to the complex UN System and its approach towards international development it will teach you how to prepare each of the documents required in detail and it will also get you ready for the interview stage Young people around the world look for internships at the start of their professional lives Making a good choice at this time is important for personal development and the future of their careers Selecting an internship at a suitable organization will also influence the possibility of being placed in the labor market and should not be underestimated Our UN Internships eBook will help you with that Without a doubt the United Nations is a prestigious organization due to its fundamental role in maintaining global peace and security and promoting economic social and sustainable development In terms of representativeness and symbolism this mission is enough for a significant number of people to dream about working at the organization In addition the UN provides a series of benefits to assist with their interns development As you read through our UN Internships eBook you will see that the UN System offers internship opportunities for professionals from very diverse academic backgrounds Therefore the chances of you finding a vacancy that suits your profile are very high Nonetheless it is important to be aware that selection processes to become part of an international organization team are extremely competitive and for this reason being well prepared is essential if you want to succeed Our team is certain that you would like to be among the successful candidates and this is exactly why the OpenIGO Network has put this eBook together to help you secure the internship of your dreams This manual will offer you preparation tips as well as detailed explanations and guidance for each phase of the UN Internship Selection Process it will introduce you to the United Nations which is a complex international organization and its organizational culture and values it will give you detailed guidance on how to prepare your online application provide an insight into where to look for vacancies and get you ready for the competency based interview

*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

accounts writing polished letters and reports creating design briefs and much more As a bonus the authors include time saving insider tricks of the trade gleaned from interviews with design professionals and creative directors from across the country Allworth Press an imprint of Skyhorse Publishing publishes a broad range of books on the visual and performing arts with emphasis on the business of art Our titles cover subjects such as graphic design theater branding fine art photography interior design writing acting film how to start careers business and legal forms business practices and more While we don't aspire to publish a New York Times bestseller or a national bestseller we are deeply committed to quality books that help creative professionals succeed and thrive We often publish in areas overlooked by other publishers and welcome the author whose expertise can help our audience of readers

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**The Idealist Guide to Nonprofit Careers for Sector Switchers** Steven Joiner, 2010 The Idealist Guide to Nonprofit Careers for Sector Switchers is the comprehensive resource for transitioning professionals pursuing new career options in the nonprofit sector Get indispensable advice relevant strategies and nonprofit specific resources to strengthen your job search Written by nonprofit career experts The Idealist Guide is easily accessible and convenient to read If you are a mid career transitioner a re careerer an encore careerist a bridger or a sector switcher this book is meant for you Topics Include Why Nonprofit Myths and Facts About Nonprofits Nonprofit Hiring Practices The Challenge of Sector Switching Self and Career Assessment Networking Strategies Evaluating Organizational Culture Negotiating the Best Deal Starting Your Own Nonprofit Nonprofit Speak 101 Written by the staff of Idealist.org with guest sections by other nonprofit experts Idealist.org is the leading organization in the field of nonprofit careers Idealist.org runs the website where people and organizations can exchange resources and ideas locate opportunities and supporters and take steps to turn their good intentions into action

**The SAGE Guide to Writing in Corrections** Steven Hougland, Jennifer M. Allen, 2019-12-02 The SAGE Guide to Writing in Corrections equips students with transferable writing skills that can be applied across the field of corrections both academically and professionally Authors Steven Hougland and Jennifer M Allen interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident writer in their classes and in the field

A Guide for International Nursing Students in Australia and New Zealand M. Bernadette Hally, 2008 A Guide for International Nursing Students is an essential resource for overseas nurses and international students of nursing in Australia and New Zealand It assists the reader to develop essential communication skills for practice as a student and registered nurse in the region A companion CD allows the reader to become familiar with authentic nursing conversations and nursing handovers Provided by publisher

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David F. Beer, David A. McMurrey, 2019-04-09 Everyone knows that engineers must be good at math but many students fail to realize just how much writing engineering involves reports memos presentations specifications all fall within the purview of a practicing engineer and all require a polished clarity that does not happen by accident A Guide to Writing as an Engineer provides essential guidance toward this critical skill with practical examples expert discussion and real world models that illustrate the techniques engineers use every day Now in its Fifth Edition this invaluable guide has been updated to reflect the most current standards of the field and leverage the eText format to provide interactive examples Engineering Communication Challenges self quizzes and other learning tools Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter equipping them with the knowledge and perspective they need to succeed in any workplace Although suitable for first year undergraduate students this book offers insight and reference for every stage of a young engineer's career Complete Guide to Securing a Job at an International School Kelly Blackwell, 2007

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