

Job Application Letter Format

Your Contact Information

Name
Address
City, State Zip Code
Phone Number
Email Address

Date

Employer Contact Information *(if you have it)*

Name
Title
Company
Address
City, State Zip Code

Salutation

Dear Mr./Ms. Last Name, *(leave out if you don't have a contact)*

Body of the letter

The body of your application letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow up. See below for a paragraph-by-paragraph breakdown of the body of the letter.

First Paragraph

The first paragraph of your letter should include information on why you are writing. Mention the job you are applying for and where you found the job listing (advertisement/reference no.). Include the name of a mutual contact, if you have one. You might conclude by briefly and concisely saying why you think you are an ideal candidate for the job.

Middle Paragraph(s)

The next section of your application letter should describe what you have to offer the employer.

It can be a single paragraph, or you can break it up into a couple of paragraphs. Remember, you are interpreting your resume, not repeating it.

Mention specifically how some of your qualification you are applying for. In this portion of the letter, make your case for your candidacy.

It will be helpful to spend time researching the company in order to make an informed and persuasive argument for your candidacy.

Use specific examples whenever possible. For example, if you say that you have lots of experience working successfully on team projects, provide an example of a time you worked in a group and achieved success.

Final Paragraph

Conclude your application letter by thanking the employer for considering you for the position. Include information on how you will follow up.

Complimentary Close

Sincerely,

Signature (for a hard copy letter) or

Typed Signature

(Full Name)

Example:

Sudha Sharma
H.no 336, Civil Lines
North Delhi 110054
MOBILE No
Email ID

March 5, 2020

Punnet Kumar
Human Resources Director
Avery Solutions, Inc.
DLF Gurgaon

Respected sir,

I was excited when my former colleague, Shefali Nayyar, told me that you were hiring for a Human Resources Specialist at Avery Solutions.

Ms. Shefali has told me how important teamwork is to your group at Avery, and that you need an HR Specialist who can fit in with the department and take prompt decisions. I believe that I am the ideal candidate for your team.

In my current job at Smith Group, I created and run our onboarding program, including organizing background checks and new hire orientation. I also have extensive experience in Data reporting/data entry on HRIS software along with recruiting and hiring processes, including creating job descriptions and postings, screening resumes, and scheduling interviews. Moreover, I also engage in organising and managing company events, such as the annual company-wide picnic (100+ employees from across the country).

It will be an honor to speak with you about my qualifications and what I can do for your team. I've attached my resume for your consideration. I look forward to your response.

Yours sincerely
SIGNATURE
(Ms. Sudha Sharma)

