

Job application letter

Applicant's name & address

(Street, town, post code)

Telephone number (home + cell)

Email address

Date in full (Month + date + year)

Employer's name

Company name

Employer's address

Dear Mr / Mrs + Surname (if known),

Dear Sir / Madam (if surname unknown),

- Reference to job offer (*I am writing to apply for the job of...*), and mention enclosed documents (*As requested, I enclose...*) : completed job application form / résumé (C.V.) / reference letters (from former employers or former teachers)
- Reasons why you are the ideal candidate :
 - Qualities/qualifications/ambitions
 - Details of past experience
- Reference to additional information, which can be found on C.V. (*Please look at my C.V. for any additional information.*)
- Availability to be reached at any time on cell phone (*If you would like to meet me, I can be reached at any time on my mobile / cell phone.*)
- Polite formal ending (*Thank you for + noun / Thank you for + v-ing / I look forward to +v-ing*) Eg: *Thank you for your time. Thank you for reading my application. I look forward to hearing from you.*

Yours sincerely, (if letter began with *Dear Mr / Mrs X*)

Yours faithfully, (if letter began with *Dear Sir / Madam*)

Full name

Signature