

Contents of the Application Letter (Williams, 2015):

Applicant's Name
Applicant's Address
Applicant's Telephone Number
Applicant's Professional E-mail Address

Date of letter (*TLS –3 single line spacing after*)

Employer's name,
Employer's Title
Company Name
Company Address (*DLS/TLS –2 or 3 single line spacing after*)

Salutation (*DLS –2 single line spacing after*)

First Paragraph: Give the reason for the letter, the position you are applying for, and how you learned about the position. (Where applicable, mention any previous contact with the employer).
(*DLS –2 single line spacing after*)

Second Paragraph: State why you are interested in the position, the organization, and its services or products. Provide any information about the position and/or the organization that you have researched.
(*DLS –2 single line spacing after*)

Third Paragraph: Refer to the résumé attached and mention the highlights of your résumé. Highlight the skill sets (strengths) that are applicable to the position as noted in the job description or advertisement. Convince the employer why you should be hired over others and what you have to offer the organization.
(*DLS –2 single line spacing after*)

Last Paragraph: Request an interview at a flexible time and place. Express gratitude for the employer's consideration of your application. Express expectation to meet with employer and refer to how you can be contacted (telephone numbers or e-mail address).
(*DLS –2 single line spacing after*)

Sincerely (*Allow 4–6 line spacing for your signature*)

Your Name (*DLS –2 line spacing*)

Enclosure

Source:

Williams, A. (2015). Soft skills perceived by students and employers as relevant employability skills. (Ed. D. dissertation). Walden University. Retrieved from <http://scholarworks.waldenu.edu/dissertations>