Application Letters

Each resume you send should be accompanied with a covering letter or fax cover sheet.

Your aim when writing this letter is to show how your skills and experience relate to the employers needs, and why the company would benefit from employing you.

When an employer advertises a job, they will usually include keywords or criteria in the job ad. The employer has an idea of what type of skills and qualities are required to do the job. Applicants who are selected for an interview are the ones who address all of the keywords mentioned in the job ad.

Preparing your application

- Ring the employer to get more information about the position and the company. Ask for a job description and selection criteria to be sent to you if they as available.
- Try and address the letter to a specific person.
- Highlight the skills and experience that is related to the particular job you are applying for. Don't make the mistake of sending the same cover letter to every job.
- Make sure you cover the requirements of the job that you meet.
- Make sure all the information is relevant to this job. Don't just write about your last job.
- Mention important points from your resume that demonstrate your relevant skills
- Write clearly and simply, sound enthusiastic about the job.
- Make sure you tell the truth don't lie you will always get found out.
- Check the closing date for this application. Give a good impression by getting your application in early.

Letter layout and presentation

- Ask someone else to read your letter to check for spelling mistakes and grammatical errors.
- Keep sentences clear and reasonably short, and keep the letter to one page.
- Type your letter on good quality white A4 paper.
- Always keep a copy of the letter so you can look at it before the interview.

Emailing

- Always send a cover letter.
- In the Email, write a brief covering letter stating what you are applying for and what attachments you are sending. Remember to confirm you interest in the position.
- In the Email Title Write the title, location and reference number for the job.

Reading Job Advertisements

Graduate Accounts Clerk

9am - 5pm Monday to Friday \$30-\$35,000 plus superannuation

Bluebill Accountants are seeking to appoint a full time Graduate Accounts Clerk for their Melbourne office. As a Graduate Accountant you will have had some experience in the industry, ideally with an exposure to Australian and US exchange rates.

Your daily duties will be:

Accounts Payable
General journal entries
Profit & Loss
Balance Sheets
AUD/USA exchange rates
Inventories
Invoicing
Export documentation
General administration

The successful candidate will have:

Accounts experience using MYOB
Tertiary qualifications
Good communication skills – both verbal and written
Basic to intermediate knowledge of MS Word & Excel
Excellent attention to detail
Patience, flexibility and a willingness to learn
The ability to work in a traditional, respectful team

If you are looking for a company to stay with for the years to come, this if for you! Come and learn the ropes and be rewarded with lovely offices, a strong and supportive team with an interesting and busy export business. Send your application, quoting REF No. 123456A to:

Mr Bill Bluebill
Managing Director
Bluebill Accountants
apply@bluebill.com.au or
PO Box 1100, South Melbourne
Vic 3205

Write down the keywords listed in the above job advertisement.		
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Reading Job Advertisements

Exercise:

So, it is important to read job ads carefully to be able to pick out the keywords but we also need to be prepared to make the phone call to the employer. Anytime that the employer provides a contact number – Use It! Always have some questions prepared to ask them about the job and look at the details of the job ad – Job Title, Where it was advertised, name of the contact person – this way you don't get confused or nervous once on the call.

	ovided. Fill in the details below according to the job advertisement. This calling employers in response to the job advertised.
Position title and Job ID:	
Where is the job advertised?	
Name of contact person:	
Questions to ask:	
List the questions you will ask t	the contact person when on the phone:
1.	
2.	
3.	
5.	
What is the most important thin	ng to do after you have applied for a job?