

THE APPLICATION LETTER

This letter is essential in the first phase of selection. Broadly speaking, the letter is made of three parts each, of one or two paragraphs.

The **first part** should tell a potential employer what has encouraged you to write. Either you are:

- a) replying to an advertisement,
- b) writing on the suggestion or recommendation of a friend/acquaintance, or
- c) sending an unsolicited application.

In each case you should state what kind of a job you are looking for, so you should:

- a) quote the advertisement you are replying to, stating the newspaper/Internet site on which you saw the ad, and maybe its date,
- b) say who told you about the job, or
- c) say why you are sending an unsolicited application.

For unsolicited applications, your reasons for writing generally overlap with your personal motivations. These should be spelt out clearly and succinctly in the **second part** of the letter. You should make clear what kind of work you want to do and why you want to do it. You should also refer to your qualifications and your previous work experience. It is important to try to show why you are suited for a particular job and why you can help a future employer in their work.

The **third part** of your letter is made up of the closing paragraph. It usually consists of a more routine statement offering more information, stating when you can be contacted etc.

Generally, try to ensure that your letter is short, sweet and to the point.

Make sure you get the format right, and do not make any spelling mistakes. Never misspell the name of the company, nor the person you are writing to if you know it!

In Britain, as opposed to France, **you may type your letter**, unless specifically asked to write it by hand. Indeed, it often looks more professional if your letter is typed. This has the great advantage of permitting mass production with a word processor. But, do not let the possibilities of such mass production prevent you from thinking carefully about whom you should write to.

REQUEST FOR A TRAINEESHIP (*US: INTERNSHIP*)

15 rue Doudeauville
75018 Paris
FRANCE

12 October 20XX

Mr Michael Ferguson
Personnel Manager
Export Services Ltd
31 Station Rd
Slough, Berks SL9 9BY
GREAT BRITAIN

Dear Mr Ferguson,

I am currently undertaking a vocational Master's degree in International Trade at the University of Paris I Panthéon-Sorbonne. As part of this course I must work for six months in an English-speaking country.

Having consulted the members' directory of the Anglo-French Chamber of Commerce in Paris, I am therefore writing to you to enquire about the possibilities of working for your company during the summer of 20XX, as I am very interested in working in the field of XXXX. I believe that my knowledge of French, English and XXXX, my training in economics, along with my work experience in international trade very useful for your company in its business with France. As a French citizen, I can obviously easily work with your present and future clients here in France and hope to be fully operational quickly. I also speak XXXX and could work to promote your sales in XXXX. Working for EXPORT SERVICES would be a great opportunity for me to develop my skills in the profession of my choice.

I have some knowledge of essential office computing, and could carry out a variety of general business tasks in your company (please see the enclosed CV).

The course-work for the degree, and the exams finish by the end of March, so I would be available to come to the United Kingdom at the beginning of April.

Should you require any further information, about my qualifications or work experience and the type of work I would like to do, please do not hesitate to contact me. I am planning a brief visit to the United Kingdom in spring and will be available for an interview then.

I look forward to hearing from you.

Yours sincerely,

Edward Baude

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