

LETTER OF APPLICATION AND CURRICULUM VITAE (C.V.)

- Confirm that you wish to apply and say where you learned about the vacancy.
- Explain why you are applying for this particular vacancy and name the qualities you can offer the company.
- Your curriculum vitae should be mentioned in the second paragraph (E.g. *As you will see from my enclosed curriculum vitae,... I am enclosing my curriculum vitae for the position of ...*).
- If you want to explain why you left your previous position(s), you should never use explanations such as leaving for money, better benefits, etc., or that you were bored with the work you were doing, never criticise the firm you worked for, the products or services they offered. A chance to advance, to use your skills or knowledge or promotion is a good explanation.
- Generally the terms VACANCY, POST, POSITION, or OPENING are used instead of the word *job* in applications.

USEFUL PHRASES

Opening

- *I would like to apply for the position of ... advertised in ...*
- *I am writing to apply for the position of ... which was advertised in ... last week*
- *I am answering your advertisement for the post of Sales Manager which appeared in yesterday's Business Week*
- *I am interested in the position of ... advertised in ... and would like to apply*

Education and qualifications

- *You will see from my curriculum vitae that I graduated from (college) / left (name of school) in (year) where I got (degree, diploma, certificate). I then began work with (name of firm) as (job title)*
- *I trained for 3 years in ... as a ... and have a ... certificate in ...*
- *I am quite fluent in English and use the language regularly*
- *I have a good working knowledge of Russian*
- *I also have a driver's licence*

Explanation of previous experience

- *For the last ... years, I have worked as ... with / for ...*
- *After leaving ... I worked for 8 months in ... as ...*
- *I have 8 years experience of ...*
- *My work / experience has familiarised me with many of the challenges involved in ... today*
- *As you will see from my curriculum vitae, much of the work I do in my present position*
- *Although I am presently employed by ..., it has always been my intention to work in a*
- *My main duties are ...*
- *My present responsibilities consist of ...*
- *I am in charge of ...*

Reasons you are applying

- *I would like to apply as I would welcome the challenge /the opportunity to work for a ...*
- *I am particularly interested in the position you offer as I know my previous experience and academic background would be valuable in this area of engineering*
- *I wish to gain experience in ...*

Close

- *I enclose my curriculum vitae and hope to hear from you soon*
- *I look forward to hearing from you. However, if there is any further information you require in the meantime, please contact me.*
- *Please let me know if there are any further details you need. Meanwhile, I look forward to hearing from you.*

Curriculum Vitae

Name: Jane Foster
Date of birth: 25 February 1995
Present address: 25 Oxford Road, Chelsea, Twickenham, WD6 1DX
Telephone number: 081 953 9914
E-mail address: jfoster@hotmail.com
Marital status: Single

Education and qualifications:

2000-2011 Mayfield School, Henley Road, Chelsea, Twickenham, WD6 1DX
Certificate of Secondary Education

2011-2013 Hilltop Further Education College, Kenwood Road, London NW7 3TM
Diploma in Business Studies

Work experience:

Jan. 2016 - present National Auto Importers Ltd., Auto House, Sidmouth Street, London WC1H 4GJ
Type of company: Car importers
Post: Secretary to Assistant Director
Responsibilities: Dealing with all correspondence; taking minutes at meetings and writing up Assistant Director's reports; receiving customers and suppliers; dealing with home and overseas enquiries; making decisions on behalf of A.D. in his absence; and representing the company at various business functions.

Oct. 2013 - Dec. 2015 Johnson Bros. Plc, 51 Baker Street, London W1A 1AA
Type of company: Retail chain stores
Post: Junior Secretary
Responsibilities: Secretarial work including typing; shorthand; correspondence; copying reports and minutes from shorthand notes; tabulating data; filing; answering customers' calls; mail distribution; and general office duties.

Other information: While working I have attended various evening courses in Italian and French; and have also been on a special Information Technology course at The City College. My interests include tennis, badminton, swimming, and reading.

References: Mr B. Norman, Assistant Director, National Auto Importers Ltd., Auto House, Sidmouth Street, London WC1H 4GJ.

Mrs T. R. Bradley, Senior Lecturer, Business Studies Dept., Hilltop Further Education College, Kenwood Road, London NW7 3TM.

Sample Covering Letter

25 Oxford Road
Chelsea
Twickenham WD6 1DX

18 June 2018

Mrs J. Smith
Personnel Officer
International Software Services Pic
City Road
London EC3 4HJ

Dear Mrs Smith

I would like to apply for the position advertised in The Guardian on 16 June for a Personal Assistant to the Sales Director.

As you will see from my curriculum vitae, much of the work I do in my present position is that of a PA. I deal not only with the routine work of a secretary, but also represent the Assistant Director at small meetings and functions, and am delegated to take a number of policy decisions in his absence.

Your advertisement asked for a knowledge of languages. I have kept up my French, and learnt Italian for the past two years at evening classes, and have regularly visited Belgium and Italy with our Assistant Director, acting as an interpreter and translator for him.

In addition, I am also familiar with the latest developments in Information Technology, having just completed a one-month course at The City College, in addition to day-release courses I attended when I was with Johnson Bros.

I am particularly interested in the situation you are offering, as I would like to become more involved with an IT organisation. I am quite familiar with many of the software products that ISS manufacture for office technology.

As well as my secretarial skills and experience of running a busy office, I am used to working with technicians and other specialised personnel in the field of computers. I have a genuine interest in computer development and the people involved in the profession.

Please let me know if there is any further information you require. I look forward to hearing from you.

Yours sincerely

Jane Foster

Jane Foster (Ms)
Encl. c.v.