**Intermediate Writing**

**Application Letter**

**Session 4**

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**A letter of application, or application letter, is a personal letter that is typically used to apply for a job.**

Although in a more general sense, application letters can be used when applying for virtually anything; from a club membership to an application for entry into a school.

In the more common "job application" context, these letters are sometimes referred to as "cover letters" when they are used to transmit a resume or c.v. To see a standard cover letter, click [here.](http://www.writinghelp-central.com/cover-letter.html)

**Note:** Application letters are almost always written from an individual to a company or organization, which means by definition they are "personal letters" and not "business letters" as is sometimes suggested.

**Sample Application Letters**

The following letters of application templates are real-life examples of the types of application letters typically written in personal situations.

[Application Letter](http://www.writinghelp-central.com/application-letter.html) - application for a job.

[Letter of Application](http://www.writinghelp-central.com/letter-of-application.html) - application for a medical residency.

**Real-Life Application Letter Templates**

The thing that makes the above two application letter examples different from what you will typically find online is that they are "real-life templates". In other words, they are complete, fully-formatted letters, written by professionals for actual real-life personal situations.

These are NOT your typical fill-in-the-blanks templates. They are complete letters that one can quickly learn from and adapt to fit one's own situation.

When you need to write a letter of application or application letter, it is always helpful to have some real-life samples that show you exactly how a professional writes a letter for a similar real-world situation.

Application Letter is a **letter written for a variety of purposes in our day to day activities** which can be domestic or professional. **It is a liability conferred upon the sender by an authority**. In such a liability the sender is expected to explain, inform/pre-inform the authoritative receiver about particular ongoing/upcoming activities, events, process or procedures. It is also a written request when written for assistance, admission, employment, favour, information, permission, service etc. A letter of application is also an accompanying document as and when required. When it does so it is known as Cover Letter. An application letter is largely a formal type of letter as it follows a predefined format which is applicable to most type of application letters.

# ****Types of Application Letters****

* Application letter for teachers
* Application letter resume
* Bursary application letter / application for grant
* Business application letter
* Internship application letter / application letter for internship
* Job application letter / application letter for job
* Leave application letter
* Loan application letter
* School application letter
* Scholarship application letter / application letter for scholarship
* Visa application letter

Often you will come across information that limits the meaning of application letter to that of just a cover letter. But the multipurpose role of application letter makes it meaning broad and in that sense it also a request letter and an inquiry letter. Varied practices across the globe and the prominence of same type of information related to application letter does not let it come across as any other type of letter. For most of us, the internet is the final or ultimate source of information. Search for the term ‘Application Letter’ on the internet and you will come across information which is indecisive.

Many confirm letter of application as same as a cover letter while some disagree. But the truth is mentioned in the above paragraph. To confine application letter to cover letter is to limit its definition and propagate misunderstanding. Towards this effect, let us go through an example. **You want certain holidays from your college and you write a leave application letter to the principal**. This letter is an application of request. Similarly, when you need to get a new account passbook issued from the bank you are requested to write a letter. When **you want a loan from a bank, you apply for it by an application letter**. These and many more point out to the varied uses of letter of application.

Application Letter Samples

* [Application Letter for any Position](https://targetstudy.com/letters/application-letter-for-any-position.html)
* [Scholarship Application Letter](https://targetstudy.com/letters/scholarship-application-letter.html)

# ****How to Write Application Letter****

Writing an application letter would and should be an easy task for those who know about business letters. Application letters like other formal letters follows various formats having varying degree of differences. A formal letter style like block, full block, semi-block or modified semi-block style. In certain settings you may be given guidelines on writing an application letter in a certain manner. Otherwise application letters can be written as advised. For a more practical guidance towards writing application letters please go through through application letter formats, tips and templates.

## ****Tips for Writing Application Letters****

* **Outline –**Before you begin to write make an outline of your application. Specify your agenda to yourself, what do you want or require. Do you need any supporting documents or is just a standalone application. Prepare a list of things that you may require and tick them when you have them. This will save you time and energy.
* **Drafting** – Drafting is a rough copy of the original one. The outline of the letter comes to be useful here. You have everything you need so begin the letter. Don’t worry about grammatical mistakes, punctuation, spelling, sentence structure or word limit. If you are not sure of one particular format, create multiple ones and see which the best is. You can also consult your seniors in this regard.
* **Opening Salutations Rules -**It is unprofessional to use only the First Name of the person unless you have an informal relationship with the addressee, e.g. ‘Dear Samantha’

	+ Salutation requires a Comma at its end - Dear Mr. Ronald Ross,
	+ If there are Multiple Recipients you have to use ‘Dear Sirs/Madams'
	+ If there are only Two Recipients of different Gender, you have to use ‘Dear Mr. Dhanoa and Ms. Dhanoa’
	+ If the Multiple Recipients are consist of both Gender, use ‘Dear Sir(s), Gentlemen and Madam(s)’, using the ‘S’ as per se
	+ If you don’t have the name of the recipient, simply write, ‘Dear Sir/Madam’
	+ If the last name or the title of the recipient is known, write the same, e.g. – ‘Dear Dr. Singh’ or ‘Dear Personnel Director’
	+ If you don't know the recipient's name or gender, use ‘To whom it may concern,’ ‘Ladies and Gentlemen’  or ‘Dear Sir or Madam’
	+ If the recipient's gender is unclear or not known from his/her name, simply type the whole name, e.g. 'Dear Max McCullan’
	+ Use Ms for women unless asked to use Mrs or Miss. ‘Miss’ is meant for an ‘Unmarried Woman’, ‘Mrs.’ is meant for a ‘Married Woman’ and ‘Ms.’ is meant for a woman whose marital status is not known to you
* **Be Specific and Brief** – Come to the point or agenda at hand as the receiver may not have much time in their hands. This will also initiate a quick response as the information will be brief and specific. Mention the purpose of the letter in the first paragraph itself. Avoid your comments in the first paragraph. Give information in a serial wise manner.
* **Courtesy** – Courtesy doesn’t mean writing the Salutations, it also means that you consider the recipient worthy of importance. Be reasonable, cordial and use a formal language to address the letter. Don’t use any slang or double meaning words.
* **Typing** **and Printing**– Use commonly used fonts such as Arial or Times New Roman as these are easy on eyes. Don’t use fancy fonts which the other person may not be able to read. Use the proper size of font to suit the need in lieu of paper size. For writing on envelope, you can use the printer. Place the envelope in your printer and give the print command on the address mentioned in your word processor.
* **Typed not Handwritten** - Make sure that you type the letter. Typed letters are spaced, aligned evenly and have a uniform structure. This makes them easy to read.
* **Formal Closing Salutations** - Closing business salutations should match the tone of the letter. A formal salutation is polite, courteous and respectful to the recipient.

Common formal salutations are:

	+ Sincerely or Yours Sincerely
	+ Respectfully Yours’
	+ Faithfully Yours
	+ Yours Truly
* **Proofreading** – Proofing a letter means to read the letter to see any errors. If you miss out any mistakes you can rectify them reading aloud to yourself. Spell check your letter, edit the errors, sometimes we miss out the mistakes as certain words like ‘Form’ and ‘From’ may sound valid to spell check. Depending upon the receiver you may need to spell check it as per the English form in various regions.

### ****Application Letter Format****(full block style)

**Your Name**

**Your Address** or **Letterhead**

(can be positioned only to the left)

**Recipient’s Name** (specific official or person)

**Recipient’s Address**(can be positioned only to the left)

**Date**

(can be positioned only to the left, before, after Reference or at the start)

**Reference** or **Subjec**t (optional)

**Dear Recipient**(Salutation)

**First Paragraph –**Introduce yourself, write 2-4 lines pertaining to assistance, admission, employment, favour, information etc.

**Second Paragraph** – Details of the topic at hand

**Third Paragraph –**Intimation for any further communication and so on.



**Subscription**– Thanking you, yours sincerely etc.

**Signature**
**Your First Name** **Last Name**

**ENCL** (optional) stands for ‘Enclosure’ which can be any related attached documents.

# Characteristics of an Effective Application Letter

**by Felicia Dye**

An application letter, often called a cover letter, is your opportunity to create a good first impression on a potential employer. Think of the summary on a book cover that compels you to purchase the book. Employers use application letters in a similar way. The documents are tools to gauge which applicants are worthy of serious consideration.

**A Specific Start**

An effective application letter should tell the reader that you want a particular job and explain your interest in that position. You should also explain why you're seeking to work at a specific company. Use this as an opportunity to display your knowledge about the company you're applying to. Doing so creates the impression that you're making thoughtful decisions instead of just applying for any open positions.

**Explain Yourself**

Include an explanation of your qualifications and experience, even if you've submitted an application or resume that contains this information. Those documents only provide an overview of who you are and what you've done. Outline how your knowledge, skills and experience are relevant to the position you're applying for and put that in the application letter.

Acknowledge Employers' Preferences

Make it clear that you thoroughly read the job advertisement by addressing concerns and requirements outlined. For example, an employer may have expressed concerns about knowledge of certain computer software. Tackling such issues in your application letter tells the reader that you're aware of the company's concerns and have considered how you'll address them.

**Request Contact**

Your application letter should encourage readers to contact you if they have any questions or concerns. Indicate that you're expecting an interview. You should also outline any extra effort you're willing to extend to make that happen, such as traveling to another city.

Remember, no one can contact you if you don't provide your contact details. Even if you're sending the application letter via email, don't assume that the initial recipient is the person making the hiring decisions. People may pass your application letter along, in the process separating it from other documents you submit. Make sure that your email address, mailing address and telephone number are on the application letter.

**Professional Presentation**

An effective application letter communicates professionalism in its presentation. Your document should be free of grammatical and spelling errors, and you should stick to professional fonts and formatting. If you're presenting the document in person or mailing it, print the letter on clean, crisp paper.

**References**

<http://www.writinghelp-central.com/application-letter-samples.html>

<https://targetstudy.com/letters/application-letter/application-letter-template.htm>

<https://work.chron.com/characteristics-effective-application-letter-22000.html>