HOW TO WRITE A JOB APPLICATION?

WebQuest Description: A job application letter, also known as a cover letter, should be sent or uploaded with your resume when applying for jobs. The job application letters you send explain to the employer why you are qualified for the position and why you should be selected for an interview. In this webquest, you will learn how to write a job application letter for various positions by different tasks.

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Introduction

Writing a job application is the most important part of your job quest. Your application is the only representative for you in a board of company recruiters and it is an important element in the selection process. In this webquest you will find some important tips to write a successful job application.

Tasks

ASSUME THAT YOU HAVE GRADUATED FROM UNIVERSITY, ENGLISH LANGUAGE TEACHING DEPARTMENT, WRITE AN APPLICATION LETTER TO AN ENGLISH COURSE THAT SEEK NEW GRADUATE ENGLISH TEACHERS. WHILE WRITING IT, LOOK AT THE SAMPLE JOB APPLICATION LETTERS. SET YOUR FUTURE GOALS IN YOUR MIND, LEARN SOME INFORMATION ABOUT THE COURSE, YOU ARE GOING TO APPLY FOR, INTRODUCE YOURSELF, YOUR TARGETS AND THE REASONS FOR CHOOSING THIS SPECIFIC COURSE. CHECK THE FORMAT OF YOUR LETTER FROM THE GIVEN TIPS IN THE RESOURCE PART.

Process

Update your resume. If you don't already have a resume, then write one -- the experiences and skills you list on your resume should be tailored to the particular position you're applying for, reflecting strengths that will be desirable to your potential employer.

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Research the target organization or business so you can include information or facts relating to your desired job or industry. This will not only help you in writing a relevant cover letter but it will also be useful if you get an interview. Some key items you should become familiar with:

- What is the employer's mission? What do they promote as setting themselves apart from competitors? What kind of customer base does the employer cater to? What kinds of people are in their target market? What are the company or organization's values? Innovation? Service? Diversity? Sustainability? What is the history of the employer? Who was the founder? How has the business or organization evolved?

Analyze the job. Read the job description carefully. Check for the noted and assumed needs and determine the most important skills, qualifications and experience the employer is looking for. Write them down, and put a check mark next to the ones you have. Find the name of the manager in charge of the department you want to work in. Use your network. Do you know someone who is in the company or industry? Can they help you? If not, call the HR department.
While Writing the Letter
Format the heading elements correctly.
Line spacing and address conventions mainly apply for a paper cover letter. For an online version that is not likely to be printed out, the date alone may be sufficient, or not even required.

Include your address at the top (in the left-hand corner - approximately 1 inch down from the top of the page). Skip down 4 lines and enter the date. Skip down 4 more lines and enter the Contact Person, then the name and address of the company. Write to a specific person, not "To whom it may concern", or "Dear Sir/Madam", whenever possible.

Write the body of your letter with three or four paragraphs.

In the first paragraph, tell the employer why you're writing to them in two or three sentences. State the position you are applying for. Avoid the standard openings like "I wish to apply for the position of ___ advertised in ___." Design your opening to get the reader to sit up and pay attention to what you can do. It's unnecessary to specify how you became aware of the position unless it's through a mutual contact or recruiting program. If you're writing a letter of interest (also known as a prospecting or inquiry letter), in which you're asking about positions that might be available, specify why you are interested in working for the employer. In the next one or two paragraphs, outline your qualifications and match them to the requirements of the position. Show enthusiasm and a desire to help the company reach its goals. Show the employer what you can contribute to their bottom line, not what you want to get out of the deal. Use what you've researched about the employer's background and history. Try to make two or three solid points, backed up by specific examples. Relate some relevant details about the company so the employer knows you did some research ahead of time. In the final paragraph, include a positive statement or question that will cause the employer to want to take action. Make this closing paragraph between 2-4 sentences. Direct the employer to the enclosed resume, make your availability known for an interview, and if you want to be assertive, state when you will contact them to set up a meeting time to discuss the opportunity in further detail. Provide your own contact information (phone number, e-mail address) and welcome them to get in touch. It's very important to finish off by thanking the employer for their time and consideration.

Conclude with "Yours sincerely," (if you have addressed the letter to a named person), "Yours faithfully," (if you have used a "Dear Sir" approach) or "Regards." Leave four blank lines to sign your name in blue ink. If you use black ink, they may think it is a copy. If this is online, leave only one or two blank lines.

Proofread. This is essential. Some things to look out for are:

Be sure you have spelled everything correctly. Own what you've accomplished, grammatically speaking (e.g. avoid "this experience gave me the opportunity to..." or worse, "these goals were met by me."). You don't want to sound like everything happened to you or was done by some other entity. Make yourself the active subject of every sentence (e.g. in this experience, I developed/reinforced/learned/etc.). But that doesn't mean every single sentence should start with "I..." so vary your syntax accordingly. Break down any contractions (e.g. "I've" to "I have"). Avoid colloquial (informal) writing. You want to sound professional, objective, and educated. Check the punctuation use carefully. Keep the letter to one page -- the purpose of the cover letter is to get the hiring manager to read your resume! If the letter is spilling onto a second page, it's time to tighten your points and edit the fluff. Your tone should be upbeat, professional and informative. The employer wants to know what you can do for them, so sell yourself and your skills in a positive way. Keep that in mind as you write and proofread each paragraph.

Cover Letter Exercise
Answer the following questions, then use each answer in the corresponding spot of the sample cover letter:
Name of person you are addressing the contact letter to.
Your role or current job.
A general description of your accomplishments/experiences in the field to which you are applying.
"fifteen years of customer service" "an outstanding background in scientific research and discovery" "a solid history of dependability in the automotive industry"
A positive description of the employer.
"what many consider to be the most progressive medical institution in the state of Rhode Island" "a well-established company with a long history of gourmet creativity"
Assets you can offer to the company. List one to three.
"extensive experience with start-ups" "demonstrated ability to solve problems" "refined ability to manage teams"
Key skill/experience/accomplishment, and how it can help the company achieve its mission. List two to three of these. Be specific.
The rubric is between 1 to 4 points for each category. Try to get high marks from each category in order to write a successful job application letter.

<table>
<thead>
<tr>
<th>Category and Score</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td># Set your future goals in your mind</td>
<td>If the future goals are perfectly defined</td>
<td>If the goals are clearly but very shortly defined</td>
<td>If the goals are superficially defined</td>
<td>If the goals are unclearly and inadequately defined</td>
<td>1-4</td>
</tr>
<tr>
<td># Learn some information about the course, you are going to apply for</td>
<td>If you know about even the smallest details about the company</td>
<td>If you have very general information about the company</td>
<td>If you still have quite a few questions about the company</td>
<td>If you do not know anything about the company</td>
<td>1-4</td>
</tr>
<tr>
<td># Introduce yourself, your targets and the reasons for choosing this specific course</td>
<td>If very precise information is provided about yourself and the reasons for choosing the company</td>
<td>If enough information is provided about yourself and the reasons for choosing the company</td>
<td>If short information is provided about yourself and the reasons for choosing the company</td>
<td>If inadequate information is given about yourself and about the reasons for applying for this specific company</td>
<td>1-4</td>
</tr>
<tr>
<td># Check the format of your letter from the give tips in the resource part.</td>
<td>If the format of your letter fits perfectly to the samples provided</td>
<td>If the format of your letter fits to the samples provided</td>
<td>If the format of your letter is not precise enough</td>
<td>If the format of your letter is poor</td>
<td>1-4</td>
</tr>
</tbody>
</table>

# Total Score

**Conclusion**

The users of this webquest have learnt how to write an application letter and how to apply for a job. They have learnt that it is very crucial to know about yourself and your aims. In order to lead a successful career, the initial step is to explore yourself. That is why this webquest should be examined carefully and closely.

**Teacher Page**

Dear colleagues, you can use this webquest with upper intermediate, advanced students who are thinking of a career after their education. Even if they have years before them, make them think about their future goals. Most of them do not know who they really are and what they want from life. You not only make use of the content of the webquest but also the language items like how to write a letter, how to set goal, etc. If you have further questions about the use of the rubric and the steps to be taken, do not hesitate to contact me from my e-mail address.

**Standards**

Credits

Other