Application Letter

Brand New Job

Strucure

Use the following structure for your application letter:

1. The first paragraph is your introduction and reason for writing. Start enthusiastically.
2. In the second paragraph, summarise your most relevant work experience for this vacancy.
3. In the third paragraph, explain why you would like to work for this company and why this particular position appeals to you.
4. In the fourth paragraph, end on a positive note by stating that you would welcome the opportunity for a personal meeting.

Example Application Letter

Company Name
For the attention of
Address

Date:
Subject:

Dear Mr Jansen, / Dear Ms De Boer,
Or, for example: Dear Harry, / Dear Wilma, (if you have already had a pleasant phone conversation).

I would like to express my enthusiasm for the position of Financial Assistant, which perfectly matches my work experience and future ambitions.
or: Thank you very much for the pleasant phone call yesterday, which further strengthened my enthusiasm for the position of ... I am pleased to share my motivation in this letter.

Over the past few years, I have gained extensive experience at ... and ... as a financial administrative assistant and general ledger clerk. My responsibilities included processing payments, sending invoices, posting various entries and managing accounts receivable. You can also include tasks mentioned in the vacancy for which you have experience. I have also improved various processes for my previous employers, such as digitalising the processing of creditors, and developing a mobility plan to reduce the number of staff expense claims.

<Company name> offers me the opportunity to further develop myself in a role that is both challenging and well suited to my ambitions. What particularly appeals to me in this position is ... <custom text>
and or what appeals to me in your organisation is ... <custom text>
My added value for your organisation is that I am innovative, proactive, full of fresh ideas and determined to achieve my goals. With my all-round accounting knowledge, I am confident that I can fulfil this position successfully for your company.

I would be delighted to explain my enthusiasm for this role in a personal interview.

Kind regards,
Name

Tip 1: Include your name in the file name of your letter, for example: Application Letter Mechanic, Steel Factory – Steven Vergeer.

Tip 2: If you send your CV and letter by email, make sure your accompanying message is immediately enthusiastic and briefly describes your experience and why you are a suitable candidate.