

PBI 1012 English for Professional Purposes

Jayapragas Gnaniah

Centre for Language Studies

Universiti Malaysia Sarawak



This OpenCourseWare@UNIMAS and its related course materials are licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.



2. Job Application Letter Organisation Guide – Fresh Graduate

Format for Fresh Graduate
Statement of interest in the job applied for State or express interest in the job applied for
Reference to the source of the job vacancy. Reference is made to the advertisement or source and the position applied for is stated.
Statement of the highest level of education or qualification. Statement of the degree held and the institution the applicant graduated from that matches the needs of the employer.
Describe any relevant knowledge and or skills. State and describe the subjects or courses taken that are related to the job applied for. Highlight its uniqueness and difference, particularly related projects, field work, or training programme that can contribute to the position applied for.
Provide details of any work experience and involvement in extra-curricular activities. Describe and stress any work experience particularly industrial training (if you do not have any work experience) and or the experience and skills gained as well as qualities gained through extra-curricular activities while studying at the university and or after graduating that can contribute significantly to the job applied for.
State your personality, characteristics, and other relevant skills. Describe specific characteristics, personalities and strengths as identified by others that might be of interest to the prospective employer. State other professional skills related to the position applied for.
Reference to the companies background, strength or popularity State what it is specifically about working for the company that excites or appeals to the applicant (indicates that candidate has done some background research about the company)
Reference to the enclosed documents. Mention that a CV (or résumé) has been enclosed or attached with copies of relevant documents such as certificates.
Closure of letter. Express hope for a positive response; and or indicate willingness to attend an interview; and or suggest how the prospective employer may contact you. Thank the prospective employer for looking through the application and state that you are looking forward to hearing from the company



References:

Must list at least three references with at least one from the latest employer.

Must include name, position, postal address, email address and contact number of referee.

