

# **PBI 1012 English for Professional Purposes**

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### 3. Job Application Letter Organisation Guide – Experienced Applicant

<b>Format for Applicant with Work Experience</b>
<b>Statement of interest in the job applied for</b> State or express interest in the job applied for
<b>Reference to the source of the job vacancy.</b> Reference is made to the advertisement or source and the position applied for is stated.
<b>Reference to the companies background, strength or popularity</b> 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).
<b>Describe previous work experience.</b> Stress previously held post(s), the number of years in the post and or field, responsibilities managed, significant contributions, and successful projects. Describe how past experiences can help contribute to the current position applied for.
<b>State job-related skills.</b> Indicate the specific skills applicant has that employers are looking for as well as other relevant skills such as communication and social skills.
<b>State the highest level of education and or qualification.</b> Statement of the degree held and the institution the applicant graduated from. Additionally, state any other relevant training received.
<b>State your personality, characteristics, interests, other skills, and involvement in extra-curricular activities.</b> 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. Additionally, state your interests and involvement in volunteer or (after work) community work after graduating that can contribute significantly to the job applied for.
<b>Refer to the enclosed documents.</b> Mention that a CV (or résumé) has been enclosed or attached with copies of relevant documents such as certificates.
<b>Closure of letter.</b> 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

