

4. APPLICATION WRITING

Activity:

Before you post your letter, you must proofread it. Employers are not impressed with letters that have errors in them. Let's find out if you are able to proofread and correct work.

Look at this letter and see if you can find the following:

- Three spelling mistakes
- Two errors in punctuation
- Two grammar mistakes
- Two problems with expression (perhaps too informal or too wordy for example)

37 Jones St.
Broome WA 6725
24 June 2004

The Personal Manager
Northern Building Society
301 Blues rd
Port Hedland WA 6721

Dear Sir,

I'm writing to apply for the position of clerical assistant as advertised in the western herald on 22 June 2004.

I have for years experience as a clerical assistant at the National Bank. I've done all sorts of things there as you'll see from my attached resume.

I have also enclosed a written reference off the manager which has supervised me for the last two and a half years.

I'd love to get an interview for this position. You can contact me at the National Bank during business hours.

Yours sincerely,

James Connor

James Connor

Application Letter Checklist

Choose an advertisement from the paper and write an application letter and resume for the position on your own paper.

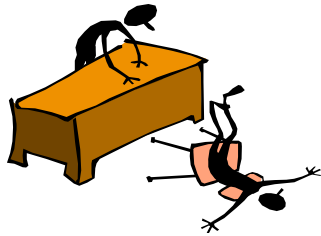


When you have finished your application letter, complete the following checklist.

Did you:

| | Yes | No |
|---|--------------------------|--------------------------|
| 1. Make a draft letter first so that your final letter had no mistakes? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Address the letter as requested in the advertisement? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Take note of whether you were asked to write or type your application? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Write your application on a clean new sheet of paper? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Refer to the title of the position and the newspaper and date it appeared? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Indicate that more information is included on the personal data sheet? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Check for any spelling errors? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Keep it short, including only relevant information? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Indicate why you are interested in the job. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Show why your qualifications or experience suit the job requirements? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Sound confident in handling the job? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Go back and re-read what you had written? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Check the closing date for applications? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered no to any of these points, you should go back to your copy of the letter format and make a note to yourself to remember it next time.



Interview Review

Overall how well do you think you performed?

Which questions did you feel most confident answering? Who do you think this was the case?

Which questions did you feel least confident answering? Explain why.

Was the interview what you expected? Explain.

Based on your performance at the interview would you give yourself the job? Why? Why not?

What would you do differently at your next interview?
