

In these times, a job isn't easy to find. We hope this article will help you to write a letter of application for a job.

There are job advertisements in newspapers, magazines and other places. It is important that you read job advertisements carefully so you can see if you are suitable for the job. The advertisement will also tell you how the employer wants you to apply for the job and the information they need from you. Different jobs will require different information.

An example

Receptionist Wanted

The Alex Electrical Company needs to fill the post of Receptionist.

Duties will include:

- Typing
- Handling the Switchboard
- Handling the Reception Desk

Applicants should have standard eight and some experience or knowledge of reception work. This is a full-time position. We offer a competitive salary, medical aid and pension. The company also offers a staff development programme. *Applicants should send a letter of application, CV and the names of three contactable referees.*

All applications must be addressed to:

The Manager
Alex Electrical Company
41 Forbes Road
Johannesburg 2000

Applying for a job

SPEAK offers some advice to people who will be looking for jobs

Questions to ask yourself

- Do I know anything about the kind of job being advertised?
- How can I find out more about the job and the company?
- What qualifications is the company looking for?
- Are they looking for someone who has experience?
- Should I apply by telephone or letter?
- Who do I address my letter to?
- Am I required to send a CV with a letter of application?
- What do they mean by "three contactable referees"?

Ask yourself these questions before answering a job advertisement. You will find the answers in the advertisement.

When the company asks for a CV (Curriculum Vitae), they expect you to give information about yourself, what education you have and what your work experience is.

Contactable referees are people who either know you or have worked with you and will recommend you for the job.

You will be expected to give their names, who they are and their telephone numbers. Make sure that you have asked your "referees" if you can use them before putting her/him down as one. The company will telephone them and ask them questions about you and whether you are suitable for the job.

Once you have decided to apply for the job, always address your letter or telephone call (if they have asked you to apply for the job telephonically) to the right person.

Writing the letter of application

If you answer a job application by writing a letter, there are a few points you need to keep in mind.

State what job you are applying for. State where you saw the advertisement. If you are including a CV, then write about your qualifications and experience. Say in the letter that you are including your CV. Use clear simple language and short paragraphs and keep to the point.

P O Box 2389
Diepkloof
1864

Telephone: 985 3126
02 November 1993

The Manager
Alex Electrical Company
41 Forbes Road
Johannesburg
2001

Dear Madam/Sir

RE: Application for the position of Receptionist

I hereby apply for the job as advertised in the Star newspaper of 30 October 1993 for the position of Receptionist at your company.

I am an experienced receptionist and believe my qualifications meet the requirements of the job.

Please find enclosed my CV, with three contactable referees. I am available for an interview at your earliest convenience and can be contacted at the above telephone number.

Hoping your response will be favourable.

Yours faithfully

.....
Nomalanga Qamata

Here is one way of writing a letter of application for a job

It is a good idea to present your letter of application and CV in a professional way. If the company calls you for an interview, find someone who does that kind of work and find out what it is like. Find out as much as possible about the job you are applying for. This will help you in your interview.

It is important to create the right impression about yourself, whether by letter, a telephone conversation or personal interview.

When going for an interview:

Know what you are talking about;

- Be polite;
- Show a genuine interest in the job;
- Don't be late;
- Dress neatly;
- Be confident!

Good luck to all the job-seekers out there. ✪

● In our next article, SPEAK will look at how to write a Curriculum Vitae (CV).