

University of OEB

Academic Year: 2024/2025

Department of Economic Sciences

Second Year Licence Economics

Teacher: Miss M. Khames

Lecture 06: Job Application Letter

Johnson Mike

Johnsonmike05@gmail.com

(555) 555-5555

Dear Mr. William,

I am writing to express my interest in the Economic Analyst position advertised on Facebook. With a Bachelor's degree in Economics from Harvard University and a strong background in financial analysis and research, I am confident in my ability to contribute effectively to Econ-Analytics Solutions LLC and excel in this role.

During my academic studies, I developed a solid foundation in economic theory and quantitative analysis, which has prepared me to tackle complex financial challenges. My coursework in microeconomics, macroeconomics, and econometrics has equipped me with the analytical tools necessary to interpret market trends, assess risk factors, and make informed financial decisions.

In my previous role as a Financial Analyst Intern at [Previous Company/Organization], I honed my skills in financial modeling, data analysis, and report generation. I collaborated with senior analysts to evaluate investment opportunities, conduct market research, and prepare comprehensive financial reports for clients. These experiences have strengthened my ability to analyze financial data, identify key insights, and communicate findings effectively to stakeholders.

Enclosed is my resume, which provides additional details about my academic background, professional experience, and relevant skills. I would welcome the opportunity to discuss how my qualifications align with the needs of the Company in more detail.

Thank you for considering my application. I am enthusiastic about the possibility of joining your team and contributing to the innovative work being done at Econ-Analytics

Solutions LLC. I am available for an interview at your earliest convenience and can be reached at (555) 555-5555 or via email at Johnsonmike05@gmail.com.

Sincerely,

Johnson Mike

1- What is a job application letter?

An application letter is a standalone document you submit to a potential employer to express your interest in an open position. The job application letter explains who you are as a professional and as an individual. The letter should highlight your achievements and skills. When written well, this letter explains to the reader why they should ask you in for an interview and highlights the key qualifications that make you a fit for the role.

A job application letter can impress a potential employer and set you apart from other applicants. In your letter, you may also want to show your familiarity with the company to which you're applying. You can talk about how your professional goals and aspirations align with the company's goals. It's important to use your job application letter to showcase aspects of your personality.

2- Job Application Letter Format:

The professional job application letter should include:

- The heading, which includes your name, contact information (address, E-mail, phone number), the date, the company or the employer's name.
- The introduction, which includes why the applicant is writing. (the subject of the letter)
- The body, which discusses your relevant qualifications (diplomas, experience, trainings ... so on).
- The close, which thanks the reader in a formal way.

3- Tips for Writing a Job Application Letter:

Get off to a direct start: In your first paragraph, explain why you are writing. Mention the job title and company name, and also where you came across the job listing. While you can also briefly mention why you are a strong candidate, this section should be short and to-the-point.

Make a good case: Your first goal with this letter is to progress to the next step: an interview. Your overarching goal, of course, is to get a job offer. Use your application letter to further both of these causes. Offer details about your experience and background that show why you are a good candidate

Close with all the important details: Include a thank you at the end of your letter. You can also share your contact information. If you'd like, mention how you will follow up.

Don't Apologize for Your Missing Experience: When you don't meet all of the job requirements, it's tempting to use lines like, "Despite my limited experience as a manager..." or "While I may not have direct experience in marketing..." But why apologize? Instead of drawing attention to your weaknesses, emphasize the strengths and transferable skills you do have.

4- Helpful Expressions to use:

- The Introduction:

- I am writing in response to
- Please accept this letter as an expression of my interest in the position of
- I would like to express my interest in the position of

- The Body:

- As seen from my enclosed CV, my experience and accomplishments match the requirements of this position.
- I possess the right combination of Skills to be an asset to your organisation.
- I have a very strong interest in....
- For the past two years I have been working as ...at... (Company name).

- The Conclusion:

- I would appreciate the opportunity to meet with you to discuss how my qualifications make me ideally suited to the position.
- Believe that my skill-set perfectly matches your requirements.

- I look forward to hearing from you.
- Thank you for your time and consideration.
- My CV contains additional information on
- It would be an honor to start my career with your company, and I am confident that I will be an asset to the business.

5- Common Mistakes and How to Avoid Them:

- **Generic and Unfocused Content:**

Mistake: One common error is writing a generic letter that could apply to any job, which shows a lack of genuine interest in the specific position.

Avoidance: Emphasize the importance of tailoring the content to the job by referencing the company and its unique qualities.

- **Spelling and Grammar Errors:**

Mistake: Grammatical errors or typos can make the applicant appear careless or unprofessional.

Avoidance: Encourage students to proofread their letters carefully, use spell-check tools, and consider seeking feedback from others.

- **Overly Lengthy Letters:**

Mistake: Some applicants provide too much information, resulting in overly long and dense letters that may not hold the reader's attention.

Avoidance: Teach students to be concise and focus on the most relevant qualifications and experiences that match the job requirements.

- **Failure to Address Specific Requirements:**

Mistake: Applicants often fail to address key job requirements listed in the job description, which can result in rejection.

Avoidance: Instruct students to clearly reference the job description and provide specific examples of how their qualifications meet these requirements.