

## WHAT IS A JOB APPLICATION LETTER?

A job application letter, also called a cover letter is a one-page document that contains information about your qualifications, experience, abilities as well as your interest in the position you are applying for. It is an introduction of oneself to potential employers and it highlights one's likelihood of being matched to an advertised position.

## WHY IS IT IMPORTANT?

- A well written job application letter can make a good first impression to the hiring manager and can enhance one's chance of being called for an interview.
- You must submit a job application letter if it is mentioned on the job advert that you need to do so.

**Hint! Avoid using coloured or hard to read fonts and distracting images. Your application letter must look formal.**

## DO'S AND DON'TS WHEN WRITING A JOB APPLICATION LETTER:

A job application letter should:	A job application letter should not:
Have a professional appearance and be on an A4 size paper.	Be untidy and too long due to irrelevant information – make it easy to read.
Be revamped for every application you make.	Be nonspecific.
Be addressed to a particular individual. You may only use "Dear Sir/Madam" if you cannot find the name of the specific person. Always address them with their last name and not their first name.	Apologise for competencies and qualifications you do not have.
State the reason why you are writing the letter.	Be similar to your CV.
Express your interest and show knowledge of the organisation.	State unsupported qualities, skills and knowledge.
Highlight important skills and experience. It is highly advisable for one to go and do volunteer work in order to gain some work experience.	Demonstrate what you want to profit from the organisation but rather on what the organisation can benefit from you.
Indicate the enthusiasm to attend a job interview.	Include spelling mistakes and typographical errors.
Be written with enthusiasm and positivity.	Have terminology or abbreviations that will confuse the reader.
List all documents accompanying the application.	Be submitted before proofreading it first.

**Hint! It is doubtful that an Employer will read your CV if your application letter does not make the first impression.**

**Below is the structure of a job application letter with examples of how one may construct their phrases when applying for an Office Administrator post:**

Your name  
Physical address  
Cell phone number  
Email address  
Today's date

**The Hiring Manager's name** (find the name of the employee you can write to. If you are unable to, write: "The Hiring Manager")

**Professional title**

**Name of Organisation**

**The organisation's address**

**Example:**

To:

Mavis Nkosi

The HR Manager

Butterfly Constructions

77 Rose Street

Pretoria

0001

Dear Ms. Nkosi

**Subject line: Application for (name of position) and the reference number.**

**Paragraph 1:** Briefly state the position you are applying for and where you saw the advertised post.

**Example:** I am writing this letter to express my interest in the Office Administrator role at \_\_\_\_\_ (name of organisation) as advertised at \_\_\_\_\_ (platform where the post was advertised).

**Paragraph 2:** Brief relevant points about how your qualifications, experience and skills makes you fit for the position. List the points while targeting the job you are applying for.

**Example:** With a Diploma in Office Admin and my 3 years of experience as an Office Administrator at \_\_\_\_\_ (organisation where you have worked or are working at) I believe I hold the required skills and expertise for this role. My career background has allowed me to develop excellent communication, organising, computer and writing skills, the ability to work in a team, record-keeping capabilities, etc. which I consider relevant for this position.

**Paragraph 3:** Your closing paragraph should persuade the reader to call you for an interview. Mention the attachments added to your application. Appreciate the reader's consideration and say thank you.

**Example:** Thank you for considering my application. I have attached my CV, which contains more detailed information about my qualification, skills and experience. I look forward to discussing my competencies, qualifications and experience with you.

Yours Sincerely  
Your name and surname

\_\_\_\_\_ (Your signature on the line)



**employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

# HOW TO WRITE A JOB APPLICATION LETTER

All Work-seekers are more than welcome and encouraged to visit any of the Department of Employment and Labour's Labour Centres to seek for guidance on how to write a job application letter or for any other various Employment Counselling services.

**The Department of Employment and Labour's Employment Counsellors' contact details are found through this link:**

<https://www.labour.gov.za/DocumentCenter/Publications/Public%20Employment%20Services/Department%20of%20Employment%20and%20Labour%20Employment%20>

Alternatively, one may search for the list of the Department's Employment Counsellors' contact details on the Internet.

## REFERENCES

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2. Grammarly. (2024). A better way to write Cover Letters. Retrieved 4 April 2024 from: [https://www.grammarly.com/cover-letter?utm\\_source=google&utm\\_medium=cpc&utm\\_campaign=19841729908&utm\\_content=652327864049&utm\\_term=cover%20letter%20writing%20examples&target=&targetid=kwd\\_19884300&adgroup=146708350989&device=c&matchtype=b&placement=&network=g&extension=&clickid=EAIAIqobChMItef3-MGyhQMVLzwGAB0TWg3QEAAyAIAAEgICJvD\\_BwE&gad\\_source=1&gclid=EAIAIqobChMItef3-MGyhQMVLzwGAB0TWg3QEAAyAIAAEgICJvD\\_BwE&gclid=aw.ds](https://www.grammarly.com/cover-letter?utm_source=google&utm_medium=cpc&utm_campaign=19841729908&utm_content=652327864049&utm_term=cover%20letter%20writing%20examples&target=&targetid=kwd_19884300&adgroup=146708350989&device=c&matchtype=b&placement=&network=g&extension=&clickid=EAIAIqobChMItef3-MGyhQMVLzwGAB0TWg3QEAAyAIAAEgICJvD_BwE&gad_source=1&gclid=EAIAIqobChMItef3-MGyhQMVLzwGAB0TWg3QEAAyAIAAEgICJvD_BwE&gclid=aw.ds).
3. Morgan, M. (2023). The Importance of a Cover Letter (Plus Writing Tips). Retrieved 18 March 2024 from: <https://www.indeed.com/career-advice/resumes-cover-letters/cover-letter-importance>.



Contact Centre Number:

**086 010 1018**

**Compiled by Ms. Lydia Ledwaba**  
**Branch: Public Employment Services (PES)**  
**Unit: Employment Counselling**

