

CHAPTER 02

JOB REQUEST

1. What Is a Job Application?

A job application is submitted when an individual seeks employment or wishes to change jobs. It is often filed with a specialized organization, such as an employment agency or a temporary staffing firm, to facilitate the job search process.

2. What are the parts of a job application?

The process of submitting a job application involves three key steps:

- Conduct thorough research on the company and the job position;
- Prepare a well-structured CV;
- Draft a compelling cover letter.

3. What to Include in a Job Application?

3.1. Interest

A crucial element of your job inquiry letter is expressing genuine interest. Your job application letter should clearly convey what excites you about the company and why you are eager to be part of its team.

3. 2. Showcase Your Skills

Before submitting your application letter, emphasize your skills and demonstrate how they can benefit the company. Position yourself not just as a job seeker, but as a valuable asset who can contribute to the organization's success.

3.3. Maintain Professional Courtesy

Applicants who write and submit a request letter have one primary goal: to make a positive impression on the company or individual they are addressing. Maintaining politeness remains the most effective approach.

3. 4. Provide Your Contact Information

Your letter is incomplete without your contact information. Consider it your call-to-action, making it easy for the company to reach you when needed.

4. Structure and format

4. 1. Length:

A request letter should be concise and limited to one page.

4. 2. Page Format and Margins:

An application letter should be single-spaced, with a blank line between each paragraph. Use 1-inch margins and left-align the text, following the standard formatting for professional documents.

4. 3. Font:

Use a professional font such as Times New Roman, Arial, or Calibri, with a font size between 10 and 12 points for readability and a polished appearance.

4. 4. Heading:

A request letter should begin with your contact information followed by the employer's details, including name, address, phone number, and email.

4. 5. Purpose:

Specify the type of request and clearly state its objective.

4. 6. Salutation:

This is your formal greeting. The most common approach is to use "Dear Mr./Ms." followed by the recipient's last name or job title.

4. 7- The first paragraph:

Be sure to mention the position you are applying for and where you found the job listing.

4. 8- The second paragraph:

This is the most crucial part of your letter. Recall how you gathered information about the employer's requirements and how your skills and experience align with their needs.

4. 9. The third paragraph:

This is the final section of your letter, where you express your gratitude to the employer.

4. 10. Signature:

End the letter with your handwritten signature, followed by your typed name.