

Sample letter of application

Your Address

Date

Mrs Smith
Recruitment Manager
Adding Up Bank plc,
1 High Street
London
EC1 1AA

Dear Mrs Smith

Re: Financial Services Apprenticeship vacancy

What to include

Start off by stating what position you are applying for and where you saw the vacancy advertised.

Explain why you are interested in this type of work and show that you understand what the job is likely to involve.

Show that you have researched the company—research equals enthusiasm in the eyes of the employer.

Explain why you are suitable for the position. Education, experience and skills can all be important. Try to include some practical examples to back yourself up.

Let the employer know when you are available for interview.

Finish positively and thank the employer for considering your application.

If you are enclosing your CV type Enc. at the bottom of your letter

I am writing to apply for the Financial Services Apprenticeship vacancy, as currently advertised on your website.

I first became interested in retail banking after completing a two week work experience placement during my GCSEs. Since then, discussions with my careers adviser and my own research have confirmed my belief that this is the careers which will enable me to use not only my interest in business and finance but also my skills in working with people, both in an advisory and managerial capacity.

I am particularly interested in a career with Adding Up Bank because of the high reputation of your apprenticeship training scheme and your commitment to giving new recruits early responsibility.

I have had a variety of part-time and holiday jobs, all of which have required me to work as part of a team and to deal directly with the public. I found my work at the Tourist Information Office particularly valuable in teaching me the importance of ascertaining customers' needs and providing clear and accurate information in response to those needs.

I will be available for interview at any time that is convenient to you and I enclosed my CV for your perusal.

I look forward to hearing from you and thank you for considering my application.

Yours sincerely
(sign here)
Joe Bloggs

Enc.

Application Letter Guidelines



Ray Holder

Application Letter Guidelines:

The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter

A Guide to Writing as an Engineer David F. Beer, David A. McMurrey, 2019-04-09 Everyone knows that engineers must be good at math but many students fail to realize just how much writing engineering involves reports memos presentations specifications all fall within the purview of a practicing engineer and all require a polished clarity that does not happen by accident A Guide to Writing as an Engineer provides essential guidance toward this critical skill with practical examples expert discussion and real world models that illustrate the techniques engineers use every day Now in its Fifth Edition this invaluable guide has been updated to reflect the most current standards of the field and leverage the eText format to provide interactive examples Engineering Communication Challenges self quizzes and other learning tools Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter equipping them with the knowledge and perspective they need to succeed in any workplace Although suitable for first year undergraduate students this book offers insight and reference for every stage of a young engineer's career

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to help you secure the internship of your dreams This manual will offer you preparation tips as well as detailed explanations and guidance for each phase of the UN Internship Selection Process it will introduce you to the United Nations which is a complex international organization and its organizational culture and values it will give you detailed guidance on how to prepare your online application provide an insight into where to look for vacancies and get you ready for the competency based interview

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Federal Register ,2012-02 *NIH Guide for Grants and Contracts* National Institutes of Health (U.S.),1991 **NIH Guide for Grants and Contracts** ,1991 *Nevada 2020 Master Electrician Exam Questions and Study Guide* Ray Holder,2020-06-22 The Nevada 2020 Master study guide will help you prepare for the exam by providing 12 practice open book exams and 2 Final Closed Book Exams Includes Nevada License Forms and Sample Applications This book also covers most topics that are included on all Master Electricians exams such as conductor sizing and protection motors transformers voltage drop over current protection and residential and commercial load calculations The text contains the most widely used electrical calculations and formulas the reader needs to pass the Master electrical competency exam About the AuthorRay Holder has worked in the electrical industry for more than 40 years as an apprentice journeyman master field engineer estimator business manager contractor inspector and instructor He is a graduate of Texas State University and holds a Bachelor of Science Degree in Occupational Education A certified instructor of electrical trades he has been awarded a lifetime teaching certificate from the Texas Education Agency in the field of Vocational Education Mr Holder has taught thousands of students at Austin Community College Austin Texas Odessa College at Odessa Texas Technical Vocational Institute of Albuquerque New Mexico Howard College at San Angelo Texas and in the public school systems in Fort Worth and San Antonio Texas He is currently Director of Education for Electrical Seminars Inc of San Marcos Texas Mr Holder is an active member of the National Fire Protection Association International Association of Electrical Inspectors and the International Brotherhood of Electrical Workers **Nevada 2020 Journeyman Electrician Exam Questions and Study Guide** Ray Holder,2020-05-21 The Nevada 2020 Journeyman study guide will help you prepare for the exam by providing 12

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The Ferguson Guide to Resumes and Job Hunting Skills Maureen J. Hinds, 2005 Presents a guide to preparing a resume and conducting a job search including information on looking beyond classified ads creating a resume writing cover letters and interviewing for positions

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