

Write a powerful job application

with
Eleanor Shakiba



“think
learn?
succeed”

A well designed letter will help you win that dream job.

To do this, you need to write assertively without sounding pushy.

Here are 5 easy ways to make your letter stand out.

1. **Speak to the contact person before drafting your letter**

Make a note of any words they repeat. By putting these words into your application, you will be speaking in a language that makes sense to the interviewer.

2. **Always refer to the selection criteria**

Give short, pithy examples of how you meet those criteria. Think in terms of telling success stories and highlighting your skills.

3. **Be concise and use dot points**

The person reading your application will probably have a lot of letters to get through, so get your point across briefly and clearly.

4. **Use powerful action words to describe your achievements**

Phrases like “increased sales” and “exceeded performance targets” make you stand out as a model employee. Avoid the phrase “I wish to apply...”
This makes you sound insecure. Instead say, “I am applying for...”

5. **Have the letter checked before sending it**

Ask someone else to read your application before you send it. Typing mistakes and grammatical errors won't leave a good impression on your potential boss. In fact, they can determine whether you get an interview or a rejection letter.

**Book Eleanor to run a course for your team - call 0433 126 841
for quotes and bookings**

Read More About It

Bolles, R: “What Color Is Your Parachute 2009”

This is a classic text on job-hunting, career planning and interview techniques. It is full of practical tips and thought-provoking activities to get your job search on track. A popular feature is the Personal Skills grid, which helps you work out which jobs you're best suited to. A great read for anyone thinking about their next career steps.

Eleanor Shakiba, Director
Think Learn Succeed