Job Application Letters

avoid getting screened out, get an interview
Job Application Letters

Make it through the first cut:

• Use one standard business letter format
• Proofread
• Avoid MS Word and Pages templates
• Make the information easily accessible and legible
  o Use subheadings
  o Use a legible font (style and size)
  o Use good color contrast (also good for copying)
  o Use a good printer
• Proofread
Make it through the next cut:

Use effective, professional writing style
Job Application Letters

Make it through the next cut:

• Research the company (their site, news)
• Get the name of a person to write the letter to
• Tailor the letter to that specific company’s needs
• Say why you want to work for them specifically
• Focus on the company's needs
Job Application Letters

Make it through the next cut:

• Tailor the resume (if you include it) to the position
• Add indirectly related skills to show multiple talents (web design + business)
• Write the letter with minimal reference to the résumé
• Use specifics to prove your points
Check your resume for these boilerplate words and phrases. If you find them, replace or elaborate with real-life, specific examples.

1. Team player
2. **Detailed-oriented**
3. Proven track record of success
4. Experienced
5. Excellent communication skills
6. **Leadership skills**
7. Go-to person
8. Managed cross-functional teams
9. Exceptional organizational skills
10. Self-starter
11. Results-oriented professional
12. Bottom-line orientated
13. Works well with customers
14. Strong negotiation skills
15. Goal-oriented
16. People-person
17. Dynamic
18. Innovative
19. Proven ability
20. Top-flight
21. Motivated
22. Bottom-line focused
23. Responsible for
24. Assisted with
25. Skilled problem solver
26. Accustomed to fast-paced environments
27. **Strong work ethic**
28. Works well with all levels of staff
29. **Met (or exceeded) expectations**
30. Savvy business professional
31. Strong presentation skills
32. Looking for a challenging opportunity
33. Cutting-edge
34. Multi-tasker
35. Proactive
36. Seasoned professional
37. Perfectionist
38. Highly skilled
39. Functioned as
40. Duties included
41. Actions encompassed
42. Best-in-class
43. Strategic thinker
44. Trustworthy
45. Flexible
46. Works well under pressure
47. Quick learner
48. Partnered with others
49. Results-focused
50. **Out-of-the-box thinker**

Karen Burns, On Wednesday November 17, 2010, 10:08 am EST
Make it through the next cut:

- Ask for an interview and suggest a time frame for your availability
- **Proofread**
For the past two and one-half years I have been studying turf management. On August 1, I will graduate from __________ University with a BA in Ornamental Horticulture. The type of job I will seek will deal with golf course maintenance as an assistant superintendent.

Ann Gibbs suggested that I contact you.

Each year, the Christmas shopping rush makes more work for everyone at Nordstrom’s, especially for the Credit Department. While working for Nordstrom’s Credit Department for three Christmas and summer vacations, the Christmas sales increase is just one of the credit situations I became aware of.

Whether to plate a two-inch eyebolt with cadmium for a tough, brilliant shine or with zinc for a rust-resistant, less expensive finish is a tough question. But similar questions must be answered daily by your sales people. With my experience in the electroplating industry, I can contribute greatly to your constant need of getting customers.

What a set of tractors! The new 9430 and 9630 diesels are just what is needed by today’s farmer with his ever-increasing acreage. John Deere has truly done it again.

Prudential Insurance Company did much to help my college career as the sponsor of my National Merit Scholarship. Now I think I can give something back to Prudential. I’d like to put my education, including a BS degree in finance from______ University, to work in your investment department.

Since the beginning of Delta Electric Construction co. in 1993, the size and profits have grown steadily. My father, being a stockholder and vice president, often discusses company dealings with me. Although the company has prospered, I understand there have been a few problems of mismanagement. I feel with my present and future qualifications, I could help ease these problems.