Guidelines for the writing of a letter of application

Do you know what the purpose of a letter of application is?

Answer: a letter of application is your "2 minutes of fame" you have to attract the attention of the company and prove that it is worth to use their time to read your CV/cover letter. It is a brief and specific text provided in your letter with attached CV/cover letter.

Its goal is to attract attention to the information provided in the letter related to your dream job position. However, do not forget that a letter of application is not intended to provide your detailed information or motivation. A letter of application is a way to show the employer your targeted application to the offered position.

KTU Career and Education Centre provides the guidance material for the writing of a letter of application.

01. Introduce yourself – write your name and surname.
02. Specify the position you are interested in.
03. Justify why you apply to the position in this specific company (which aspects specified in the advertisement make you think so). It is important for the things you wrote to be related to the theoretical/practical knowledge corresponding to the requirements for a new team member expressed by the company in their job advertisement (1-2 sentences).
04. Mention your CV/cover letter in the attachment.
05. Do not forget to write the "subject" of the email, you can specify the position you are applying for. You can write simply, for example, "Regarding the position of system administrator" or try to stand out from the crown providing a creative subject, for example, "Maybe it is me?".
06. Send your letter from a clear and proper email address. We recommend using your personal email address provided by the university; if you are a graduate, we recommend creating another representative email address, for example, Name.Surname@email.com.z
07. Express your expectation to talk directly, i.e., to discuss the career possibilities during a job interview (1 sentence).
08. Say goodbye, for example:

Looking forward to your call.

Note that commas should be placed either after both opening and closing formula or after neither

Respectively
Name Surname