Asdan Module 8 World of work

Challenge 8A3

Improve your understanding of the job application process by doing two of the following:

Write a letter of application

NAME

Address

Date

Address of work

Dear (name of employer)

I am writing to apply for the ­­­­­­­

As requested, I enclose a completed job application and enclosed my curricular vitae.

The role is ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and I believe that my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

*
*
*

With a (write qualification) I feel I have a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I can be reached anytime via email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or via my mobile phone ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Yours Sincerely,

Signature

Name