Writer’s Guide

JOB APPLICATION LETTERS

Preliminary Research

- Addresses what the company is about and stating how she is impressed with the company as a whole.

- She includes her school major which relates to the job title she wants to obtain from this business and how she can contribute to Elite Talent Inc.

Address

* Does address to whom it may concern that would receive this job application letter.

Introduction

- She clearly states what position she wants.

- She has a good knowledge of the company and what they do.

- Uses very positive descriptive words about the company that show her interest.

Qualification

* Grace includes her work experience and how from that she has gained experience relating to the job position she wants to obtain from Elite Talent Inc.

Closing

* Clear address that she wants an interview to further explain her skills she will bring.

Prose

- Very structured sentences.

- Very structured and organized overall.

- Does not mislead at all and has a very confident and modest tone.

- Strong verbs and correct spelling, grammar, and punctuation.

Appearance

- Very neat and organized.

- Has all elements.

Ethics

- Very honest about what she has to offer by providing her experience and work ethic.

- No misleading statements.

Overall

- I was very aware of what she wanted to accomplish with this application letter and what she can offer to the business.