

Before reading

1 Responde en tu cuaderno.

- Have you (or a friend) ever applied for the job?
- What did you (or your friend) do to apply for a job?
- If you have done it, what kind of documents did you or your friend bring?
- What do you think an application letter is? What information should it have?

2 Lee las siguientes expresiones y decide si son formales o informales.

- | | |
|---|---|
| a. Yours faithfully, ...Muy atentamente | e. Just a quick note to ... Sólo una nota rápida |
| b. Be in touch... Estar en contacto | f. Hello Hola |
| c. I have recently completed... He realizado recientemente | g. I am writing to request....Escribo para solicitar |
| d. I look forward to hearing from you.
Espero tener noticias tuyas pronto | h. I'm really grateful for... Estoy muy agradecido/a por |

3 Observa las imágenes y reflexiona con la siguiente pregunta.

What kind of skills did the applicants need to get their jobs?
Que tipo de habilidades necesitaban los postulantes para obtener su trabajo?



Key words

- accomplishments
- groundwork
- length
- font
- heading
- complimentary close

- Logro
Trabajo preliminar
Longitud
Tipo de letra (fuente)
Encabezado
Despedida

Strategy in mind

- Making predictions.
- Identifying specific information.

Smart reading

1. Responde estas preguntas en tu cuaderno
 - a. Were your assumptions about writing an application letter correct? If not, how do they differ from your assumptions?
 - b. How do you think application letters (or emails) differ from an informal letter (or email)?

How to write a job

application letter

a. Tips for Writing a Job Application Letter

A job application letter should be sent or uploaded with your resume when applying for jobs. It offers a history of your work experience and an outline of your skills and accomplishments. It explains why you are qualified for the position and should be selected for an interview.

Writing this letter can seem like a challenging task. However, if you take it one step at a time, you'll soon be an expert at writing application letters to send with your resume.

b. How to Get Started

Before writing your job application letter, do some groundwork. Consider what information you want to include, highlighting your most relevant skills, experiences, and abilities. The biggest clues are in the job advertisement, so spend some time studying it. Next, match your qualifications with what the employer wants and needs. For instance, if the job ad calls for a strong leader, think of examples of you leading a team. Once you already have some notes, and have a sense of what you want to highlight in your letter, you're ready to start writing.

c. Writing Guidelines for Job Application Letters

Length: It should be no more than one page long.

Format and Page Margins: It should be single-spaced with a space between each paragraph. Use about 2,5 cm" margins and align your text to the left, which is the standard for most documents.

Font: Use a traditional font such as Times New Roman, Arial, or Calibri. The font size should be between 10 and 12 points.

d. What to Include in Each Section of the Letter

Heading: It should begin with your contact information (name, address, postcode, phone number, email) followed by the date, and then the same, but with your employer's information. If this is an email rather than an actual letter, include your contact information at the end of the letter, after your signature.

Salutation: This is your polite greeting. The most common salutation is "Dear Mr./Ms." followed by the person's last name.

Body of the letter: Think of this section as being three distinct parts.

In the first paragraph, you'll want to mention the job you are applying for and where you saw the job listing.

The next paragraph(s) is where you'll share relevant details on your experience and accomplishments.

The third and last part of the body of the letter will be your thank you to the employer; you can also offer follow-up information.

Complimentary Close: Sign off your email with a polite close, such as "Best" or "Sincerely," followed by your name.

Signature: End with your signature, handwritten, followed by your typed name. If this is an email, simply include your typed name, followed by your contact information.

e. Tips for Writing an Effective Letter

Sell yourself. Throughout the letter, focus on how you would benefit the company. Provide specific examples of times when you demonstrated skills or abilities that would be useful for the job, especially those listed in the job posting or description.

Use keywords. Reread the job listing, circling any keywords. Try to include some of those words in your letter.

Keep it brief. Keep your letter under a page long, with no more than about four paragraphs.

Edit, edit, edit Proofread for any grammar or spelling errors.

Your analysis

1. Busca la siguiente información en el texto informativo y escribela en tu cuaderno.
 - a. length of the application letter.
 - b. format of the application letter.
 - c. margins of the application letter.
 - d. size and type of font.
2. Responde según el texto.
 - a. What kind of information must be highlighted in an application letter?
 - b. What other documents should be attached to the application letter?
 - c. What should be the tone of the complimentary close?
 - d. When are you ready to write your application letter?

Taken and adapted from: How to Write a Job Application Letter <https://www.thebalancecareers.com/>