Many dream jobs have been acquired with the help of an effective application letter. Any bright-eyed applicant must therefore be equipped with the knowledge on writing a good application letter.

First, the applicant must state the exact position he is applying for and the reason why he is targeting such a position. The applicant must specify exactly why he is qualified for the position and why the reader must consider his application. This entails providing facts about related educational background, achievements and experience. This also includes a providing a list of the positive qualities of the applicant and reasons why he possesses a certain edge among the other hopefuls. If important documents are attached to the letter, the applicant must then include this in the content.

Applicants hoping for a response from the employer must be sure to indicate his contact number, address and email address, or any route of communication. Politeness and confidence in a letter is a matter of extreme importance and it must be evident in every word written. Perhaps among the best tips in writing the letter is that applicants must refrain from attaching bogus documents and stating fake names or erroneous information.