

APPLICATION LETTER

What should your application letter say?

An application letter is a personal document, and there are no hard and fast rules regarding the content of your letter. But it *must* follow the conventional structure of a formal letter. For those who are unsure:

1 Career Path
Bottom Rung
Corporate Ladder
2HI 4ME

1 April 2002

Mr Hiremenow
HR Manager
The Best Insurer
101 Prospect Place
Promising

1CV 2US

Dear Mr Hiremenow

APPLICATION FOR ACTUARIAL TRAINEE POSITION

Body of your letter which must explain in polite but friendly language:

- Who you are and why you're approaching them.
- When, where and what kind of work you're looking for.
- What you can bring to the company in terms of strengths and skills.

I would welcome the opportunity to meet with you to discuss any suitable opportunities.

Yours sincerely

Issie Hopeful