



May 10-15, 2020

LESSON 13

**TOPIC: APPLICATION FOR EMPLOYMENT**

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**Application letter** is the official form that employers ask all applications for a position to fill-out.

**What are the informations that are included in a job application letter?**

1. Educational Background
2. Work Experience
3. Competency Based Questions
4. Information or Personal Statement

**Kinds of Application Letter**

An application letter may be **solicited** or **unsolicited**. When one writes an application letter to answer an advertisement, his letter of application is solicited. When one writes application letter because somebody told him that an employer is looking for someone to fill a position, then he is writing an unsolicited letter of application. (See examples of these letters in the next page.)

**Pointers in Writing an Application Letter**

Here are some pointers to follow in writing an application letter.

1. The tone of the application letter should know how to balance over assertiveness on one hand and timidity, difference and excessive humility on the other.

**Diffident:** I think I could be a good bookkeeper for you.

**Confident:** I believe that my experience and interest will prove to be a definite asset in fulfilling my duties as a bookkeeper if given a chance to join your firm.

2. An application letter should be correct in all aspects. Likewise, the writer should be correct in all aspects. The writer should be careful with his spelling, punctuation, capitalization and grammar.
3. An application letter may be started with question most especially if one is writing an unsolicited letter of application.
  - a. Do you need a conscientious, hardworking, efficient bookkeeper? If so, I feel I can prove that I am your man.
  - b. Is there a place in your firm for a hardworking man like me who has all the qualities of an effective accountant?
4. As much as possible, the question of salary should be avoided unless the employer requests that the applicant should state it.

**Filling out an Application Form**

Besides writing an application letter and a data sheet, you may still have to fill out application form prepared by the company to which you are applying. In fact, almost every company requires a job applicant to fill out a standardized application form before the applicant is interviewed. The reason for this requirement is to allow the interviewer to choose certain items in the form he can ask you about. The application form also provides information about which your application letter and data sheet may not be able to give – your neatness and ability to follow written instructions.

## Blind Advertisements

Advertisements that do not reveal the identity of the employer of the specific requirements of the position are called **blind advertisements**. Letters in answer to this form of advertisement should be brief and should not be too informative. The salutation "Gentlemen" unless the applicant knows the name of the person to whom he is writing. However, some authorities regard a salutation as unnecessary when answering a blind advertisement.

Although there are still some firms that use the blind advertisement to avoid interviewing or to turn away countless applicants for a position, some unprincipled companies use this method as a means of getting names and addresses of men and women out of the employment who might be prospects for loan sharks and for courses on vocational guidance or job-getting, who otherwise might be an easy prey for some attractive illicit scheme or proposition. At any rate, blind advertisements must be answered warily or carefully.

Below is an example of a blind advertisement:

A dynamic, fast growing chemical manufacturer located in Makati area is looking for:

**ENGINEERING ASSISTANT**

(Mechanical)

- Well-familiar/exposed on CAD software (Preferably the latest version of AutoCad)
- Preferred, BSME graduate
- Age 20-26 years old
- At least one (1) year experience on technical drafting work.

Please send your resume with 2x2 picture and transcript of records ro

**MCPO BOX 1433**  
1254 Makati City

HONE YOUR SKILLS!

ACTIVITY #1

**Directions:** Answer the following comprehensively. Write your ideas in a one-whole sheet of yellow paper.

1. What is an application letter?

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2. What are the two kinds of application letter?

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3. What is a solicited letter of application?

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4. What is an unsolicited letter of application?

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5. What are the guidelines need to be followed in writing application letter?

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## ACTIVITY #2

**Directions:** Assume that you have already graduated from senior high school. Write an unsolicited application letter addressed to Mr. Jesus Valencia, Human Resources Director of ABC Merchandising Incorporated. Use full block style.

Follow the format:

- Full block style
- Century Gothic style
- 12 Font size

Source: Antonino, Maria Teresa M, et. al. Reading and Writing Skills for Senior High School Students. Mutya. Publishing House Inc. pp.192-200.