

**CAREER INFORMATION SENT TO THE TRAINEES ON NNP WEBSITE UNDER  
CAREER GUIDANCE PORTAL ON 8/7/2021**

**APPLICATION LETTER WRITING**

A letter of application also known or used as a cover letter is a document sent with your resume to provide additional information about your skills.

- The cover letter is usually the first item an employer reads from you
- Your letter should indicate what position you are applying for and then give information that demonstrates why you should be considered for the position. Show your soft skills, attitude and motivations. Show a clear connection between your goals and the company's values.
- Do not repeat all of the information contained in your resume/cv, but instead highlight or elaborate on resume items that are directly applicable to the position for which you are applying.

**Key elements of a cover /application letter for a job.**

The following information should be included in your application /cover letter.

**1) Information about you (sender's contacts/Applicant's address)**

- Begin with your contact information, in block style or use initial caps on the left margin of your paper, towards the top
- Give your name, current home address, telephone number, email address

**2) Date of application** –indicate the date of writing the letter. It should be written in full, normally in the order of day, month, and year. E.g. 15 June 2021. Commas should be omitted and other punctuations.

**3) Recipient's contacts/Receiver's address(inside address)**

This is the name and address of the person to whom the letter is being sent. If necessary, the name of the town and county may be included. Give the title of the receiver and the name of the company and the address. Don't address the receiver by their names if it's an official application letter. I.e. Contact person's title, employer or company's name, address, email.

**4) Salutation**

- This is the opening words of greeting. Choose the appropriate way to address the contact person e.g.
  - i) Dear Sir.....if it's a man
  - ii) Dear Madam. .... if it's a lady

- iii) Dear Sir/Madam ..... if not sure whether it's a man or a lady. Don't say e.g. Dear Mr Kamau if it's an official letter even if you know his name.

**5) Subject heading.**

The subject helps the reader to know what your letter is all about. It should be written in capital letters or bold or underlined .This is for making it very vivid.

**6). Opening paragraph: (introduction)**

- Tell how you learnt about the position e.g. particular advertisement, unsolicited mailing, internet, personal referrals etc.
- Provide the basic details of who you are and why you want the job. Include the title of the job you are applying for. Provide general overview of why you would excel at the position and the reasons you are excited about the job.
- Explain why you decided to apply by reviewing the job posting for the core strengths required for the job and explain how you exhibit those qualities.

**6) Middle paragraph**

- Give a summary of your background (history) and critical skills (qualifications) that make you qualified for the position. Show how you can benefit their team. Provide details on what you included on your resume/cv. Focus on how your experiences specifically apply to the job. Include relevant projects or situations that give insight into how you solve your problems and do your work well. Explain how you contributed to the success of past projects and draw attention to the impact of your actions.

**7) Second middle paragraph**

- Demonstrate your persuasive skills (soft skills), values and goals
- Demonstrate that you understand the company's mission and have done research on the position. Focus on how your goals align with theirs and connect to elements you like about the company culture. Explain how the work you do can mutually benefit your future and the needs of your prospective employer.
- Demonstrate that you can do the job well and also fit in well with the company team. Show you will bring a positive attitude to the workplace. Focus on the skills and talent you hope to bring to their team.

**8) Complimentary clause and closing**

- Talk about your availability for the job, when you can be contacted for an appointment to discuss your application or you can simply indicate your anticipation for a response or express interest in speaking more about the position.
- Thank the person to whom you are writing for his/her time and consideration of your application i.e. for taking the time to review your application. Your ending should conform to your salutation.eg Dear Sir/Madam –Yours faithfully. Letter 'Y' should be in caps for the word 'yours'

**9) Signature and conclusion.**

After the complimentary clause shown above, allow sufficient space for signature. Then end with your name as the applicant. e.g.

Yours faithfully

(Signature)

(Name)

**10) Enclosure (s)**

It is shown by the abbreviation Enc or Encs if more than one. It is entered at the bottom left-hand margin

**Example 1**

Mary Wangechi Njogu

P O Box 3456 – 10100

NYERI

29 June 2021

The Chief Principal

The Nyeri National Polytechnic

P O B ox 465-10100

NYERI

Dear Madam

**APPLICATION FOR EMPLOYMENT – ADVERT NUMBER 245 DAILY NATION**

I wish to apply for the post of a lecturer as advertised in yesterday's Daily nation advert number 243.

I am a qualified trainer and hold a Higher National Diploma in Human Resource Management. I am currently working at Michuki Technical Institute as a Council Trainer and therefore look forward to a permanent employment.

In 2020 I was declared the teacher of the year after consistently registering a hundred per cent pass in all subjects with distinctions. I also attended a guidance and counseling course at government school Mwatate. In games I coach students in handball.

I look forward to your favorable consideration. I have attached copies of my testimonials for your perusal.

Yours faithfully

(signature)

Mary Wangechi Njogu

Enc

**Example 2**

Alb Junior

P0 Box 200

Nyeri

07xxxxxx

email address

24 June 2021

The Human Resource Manager

Aden Company Limited

P.O Box 50, 10-100

Nairobi

Kawangware Branch

Company e mail

Dear Sir

## **APPLICATION FOR THE JOB OF IT PROGRAMMING OFFICER**

I am writing to apply for the position advertised in the Daily Nation dated 20 June 2021. I have more than five years of experience working as an IT Programmer in institutions of learning and my professional expertise align closely with the responsibilities outlined in your job advertisement.

The role is very appealing to me and I believe that my strong technical experience and education make me a highly competitive candidate for this position.

My strengths that would support my success in this position include: I have proved to be an efficient, enthusiastic and strong IT specialist. My value quickly became apparent to The Nyeri National Polytechnic administrators, after I single-handedly trained and prepared the entire marks input system in the institution.

I have successfully designed, developed and supported live use applications. I strive continually for excellence. I provide exceptional contributions to customer service for all customers. I have strong work ethics and a positive attitude even under pressure. With a Bachelor of Science degree in computer programming, I have a comprehensive understanding of the full life cycle for software development projects. I also have experience in learning and applying new technologies as appropriate. I believe Aden Company limited will be a great success for many years to come and my extensive expertise will help ensure your company succeeds well in future. My time spent in this industry has prepared me for such an opportunity and I sincerely hope I can contribute soon as a member of your team

Please see my resume for additional information on my experience. I can be reached anytime via email at Albjunoir@(email example).com or by cell phone, 07xx xxx xxx.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Yours faithfully

(signature)

Alb Junior.

Encs

### **Example 3**

#### **1<sup>ST</sup> TIME EMPLOYMENT**

- Your address
- Date
- Recipient's Address
- salutation
- Subject:
- As a long-term admirer of the impressive work being done by the team at xxxx company

Technologies, I am delighted to submit my application for the entry- level IT technician opening posted on linkedin. As a recent graduate from The Nyeri National Polytechnic with a Diploma in Information Technology, I am confident that my knowledge of operating systems, experience in bar coding and precise attention to detail would make me an asset to the team at xxx company.

In my former role as a trainee I was attached in xxx Technical Services department, I was responsible for trouble shooting a variety of technical issues for staff, assisting with server maintenance and installing a wide range of equipment. I am sure that this experience will help me start contributing quickly in xxxx company

I also understand that xxx company is seeking to expand their cloud computing. The IT technician position at xxx company is an exciting opportunity for me to use this educational background as well as learn more about the growing industry.

I have attached my resume which further details my skills and education. Please do not hesitate to reach out if you have any questions. I look forward to the opportunity to speak with you further. Thank you for your time and consideration.

Yours faithfully

(Signature)

(Your name)

### **Example 4**

- Your address

Together with email & cell phone

- Date
- Hiring company Address  
Company city or town  
E mail of the hiring manager or company
- Salutation
- Subject:

I'm thrilled to be writing to you today regarding the construction site manager vacancy you posted on (website name) recently. As a motivated and knowledgeable individual with experience in the industry, I'd like to take this opportunity to apply.

I would bring to your company a variety of construction site experience including insights of inspection codes and standards, equipment maintenance and construction site safety regulations. Additionally, I have a proven track record of identifying and developing new strategies to leverage new construction innovations.

With my present employer xxx limited, I have constantly exceeded all goals set for me and am valued for my ability to deal with intractable situations by coming up with robust solutions. I am responsible for inspecting on average five job sites per month while assisting in building construction and assembling sheet metal components and equipment

I have extensive experience of over xxx years in this sector and am keen to join your company.

As a market leader in your field, you are able to offer applicants an array of impeccable career opportunities and a position that would present gratifying challenges. My abilities include budgeting, managing client relationship, negotiating, resolving disputes and critical thinking.

I would be grateful for the opportunity to showcase my abilities further at a personal interview. Thank you for your consideration.

Yours faithfully

(Signature)

(Name)

### **Example5**

- Your name  
Address, town  
Phone number  
Email
- date
- contact address of hiring manager, title, email
- Salutation
- subject

I'm writing in response to your advertisement for the (job title) position at (company name). I am experienced in (skill set) and am interested in using my knowledge to accomplish (company goals). I am passionate about (career interest) and motivated by (company mission- state their mission) and am looking forward to the opportunity to use my unique experience to support your (department name) team.

My recent experience as a (previous job title) has prepared me for this position through extensive training in (technical skills). I applied those skills during (projects you worked on) and helped my team reach our goal by (positive results of your work). While at my previous job, I improved operations by (list how you used your soft skills)

I respect (company's mission) and look forward to participating in a workplace culture that promotes (describe the company's core values). I Plan to build upon my background as a (field of interest) professional and contribute to (company's) high standard of service and uphold their reputation within our community. As I grow professionally, I hope to apply (new skills) to (describe work environment) and become available resource for (company name)

Thank you for considering me as a candidate for (position of interest). I appreciate the opportunity to share how I can help support your company's mission. I look forward to hearing back from you and discussing my application in more detail.

Yours faithfully  
(Signature)  
(Your name)

## **EXAMPLE 6**

James Koel

P.o. Box 170-10100

Nyeri

[Jame.k@email.com](mailto:Jame.k@email.com)

25 June 2021

The manager,

Ken med restaurant

p.o. box 444

Nairobi

[Kamau.k@email.com](mailto:Kamau.k@email.com)

Salutation

Subject

I am writing to apply for the hotel manager position at ken medi restaurant in Karatina. I have several years of experience in the hospitality and service industry including managerial training. I hope to use my excellent communication skills and intimate knowledge of day-to-day hotel operations to improve the customer experience and create a culture of excellence at Ken medi restaurant Karatina. I am passionate about providing efficient, quality service to clients and look forward to using my team-building skills as a hotel manager.

As a long term assistant manager at sweet delicacy inn, I had the opportunity to act as interim manager while my boss was on leave. This valuable on the job training in the duties of a manager at a middle size hotel has prepared me to take on a full-time managerial role and developed my organizational skills, problem-solving abilities and knowledge of operations. I trained a new assistant manager, managed all employee schedules and coordinated meetings with vendors while improving customer satisfaction ratings by 10%. While working as a concierge, I learned how to anticipate the needs of guests, a skill that helps me create effective protocols for common challenges.

At ken medi restaurant, I look forward to sharing a luxury experience with guests and creating a friendly and welcoming atmosphere for visitors and employees alike. My

organization and planning skills are well-suited to uphold and improve upon a high standard of customer service.

My attention to detail and adaptability make me an ideal candidate for building business relationships and managing hotel staff.

Thank you for considering me as a candidate for the hotel manager position. I appreciate the opportunity to share how I can help support your company's mission. I look forward to hearing back from you and discussing my application in more detail.

Yours Faithfully

(signature)

James Koel.

### **Summary;**

#### **About Application letter;**

- It is intended to provide detailed information on why you are a qualified candidate for the job
- It should explain the reasons for your interest in the specific organization and identify your most relevant skills
- It should let your employer know what position you are applying for and what makes you a strong candidate, why they should select you for the interview and how you will follow-up.
- It should be formal and tone of the letter should be respectful, engaging, persuasive and convincing your reader that you are the best choice
- It should show excitement while applying
- It should be specific and should elaborate what attracted you for the job
- Convince the reader why and how your selection can be beneficial for the company
- Express your wish to meet for an interview
- It is a standalone document that express your interest in a position
- It should highlight your achievements and skills
- It explains to the reader why they should ask you in for an interview.
- It highlights the key qualifications that makes you fit for the role
- It impresses a potential employer and sets you apart from other applicants

- You can also show your familiarity with the company to which you are applying and talk about how your professional goals and aspirations align with the company's goals
- Showcase aspects of your personality
- Make sure you review information about the company and position you are seeking e.g. in the website. Compare your qualifications and experience with the list of skills required
- In the first paragraph, mention the job title you are applying for and when and where you saw the job posting. Show your specific interest in the role and the company and briefly state the main experience or qualification you have that makes you a good fit

**NB**

- Use good quality paper (bond paper) printed on one side only
- Make sure there is no shadowing or dirty marks from your printer on the papers or pen ink
- Proof read to look for spelling and formatting errors
- Have another person proof read your letter
- Sign in blue or black ink
- Keep a copy of the letter for your records
- Identify the employers' key jargon, words or vocabulary and use them
- Make all statements positive i.e. check the tone to leave a positive impression
- Show originality but not cuteness
- Sound determined and confident not desperate
- Use the right font and margins
- Organize context in a reasonable and logical order
- Use correct grammar
- Keep sentences short
- Use short words and simple language
- Make every word count
- Punctuate using commas, dashes and periods (full stops)
- Focus on the employer's need for a worker, rather than your need for a job
- Tell how your skills and personal qualities match the employer's needs

- Focus on what you can do for the employer and how you can contribute to the organization
- Show you have researched the company by the information you know about the company. Double check those facts
- Be specific and avoid general statements
- Use action verbs and phrases e.g. arranged, separated, handled, influenced, delivered addressed, introduced, explained, convinced, negotiated edited, translated, activates, implemented, installed, compiled designed, computed, constructed, overhauled, solved, troubleshoot, remodeled, programmed, developed, founded, invented, initiated, generated, customized, innovated, piloted, started, produced, sketched, prepared, reduced, managed, stabilized, clarified, guided, helped, enabled, resolved, suggested, facilitated, dealt, demonstrated, contributed, analyzed, directed, trained, received, managed, eliminated, coordinated, consolidated, chaired, completed, achieved, unified, streamlined, formulated, convinced, tested, produced, offered, persuaded, expanded, utilized, undertook, accomplished, worked