

Application Letter for Job

Work Hard Distributors (PTY) LTD
777 Heaven Road
Heights
Gauteng
South Africa
0001

Tel : 0861 111 222
Email : info@workhard.co.za

Date : 2nd October 20....
Reference number: B1-7-543

Dear Mr/Ms,

I would like to apply for the state the name of the position you are applying for position that you have advertised on state where you saw the advert on the insert date.

I am a state what you are studying at the moment at the Tshwane University of Technology and I will be graduating in date of graduation.

I think that I will fit in with Name the company sales force as I have worked in my father's automotive shop since I was a teenager. Automotive accessories are something that always catches my eye and quality products are as important to me as it is to *Work Hard*.

I have had a driver's license since I was 18 and perceive myself as a good driver. I am very enthusiastic and have been complemented by my previous supervisor for being an excellent communicator.

I am available for an interview at any time and look forward to hearing from you.

Yours sincerely

Peter Paper

27 May Street
Pretoria
Tel: 088 558 5558
paperp@gmail.com

2nd Paragraph

Explain your knowledge about the employer, their brand or products and services. Show off your knowledge of the industry.

If the company is well known and has a brand state how much you admire their reputation and brand.

Mention any current news stories or press releases about the company i.e. they are expanding or opening a new branch.

3rd Paragraph

Give reasons why you feel you are suitable for the position.

List your related skills, abilities and strengths.

Explain how you feel you can be of benefit to the company.

4th Paragraph

Respectfully ask for the opportunity of an interview.

Mention that dates that you are available for an interview.

Thank the employer for taking the time to read your cover letter and CV.

Say that you are looking forward to hearing from them.

Give details of how you can be contacted.