

How should a presentation letter be written?

It is very important, before applying to any job, to remember that as you, there are many people with the same pretensions. This is why you have to find the way of making yourself interesting and become one of the favorite candidates in the eyes of the one in charge of selecting the staff. The presentation letter is a document that makes this task easier, as long as it has been written efficiently and with a strategy.



The presentation letter must present no mistake or ambiguities. It must be a short and interesting text, because its purpose is to make the staff manager willing to read the curriculum without hesitations. You must be really careful with the writing, spelling and grammar.

These are some tips to take into consideration before applying to a company.

Try to find out the name of the person you are directing yourself to, and his or her position in the company. Avoid addressing to a particular department.

The first thing you should do when writing is using short phrases. In the first paragraph of the letter you must explain where the work proposal was found, the day in which it was published and the spot you are aiming to get in the company. In the second paragraph you must keep going with the presentation; by this, meaning to talk about your professional training and your work experience.

In this part of the text you should highlight some aspects more than others, avoiding sounding pretentious or showy. In this way, the interested one will know the applier's abilities and capacities.

Then it is very important to mention why you are interested in the company, the area and the particular spot you are applying to. Last but not least, it is also necessary to suggest an interview. You must be really creative in the closing of the letter, and avoid the cliché "I will wait for your call".

Mrs B. Grey
Waves Galore
Willow Place
London SW1

Linda Stewart
20 Rathbone Street
London W1
Tel. 01-248-7024
10 January 2012

Dear Mrs Grey,

I saw in the local Jobcentre your advertisement for a hairdresser you need in your salon, and would like to apply for the job.

I served a three year apprenticeship as a hairdresser with Supreme Styles and during that time gained (as a part-time student) the City and Guilds 760 Certificate in Ladies' and Men's Hairdressing.

During this time I gained a wide experience in cutting both ladies' and gentlemen's hair, also in tinting, dyeing and perming in the latest styles, so I think I may be suitable for the position.

I am 20 years old and am prepared to work Saturdays and late evenings if required.

I can go for an interview at any time and could start work immediately.

I look forward to hearing from you.

Yours sincerely

Linda Stewart

JOB CENTRE	
Job:	Secretary
District:	Green Park
Wages:	£4 per hour
Hours:	2-5 PM Mon-Fri
Details:	Person 18+ required to work part-time in a newspaper office. A knowledge of shorthand and typing 45 WPM preferred. Will have to answer telephone occasionally.
London JNC 4613	

Extra Information
Contact: Mr M. Smith St James Road Market Place London S2

De acordo com o anúncio, complete a carta de apresentação/motivação para concorrer ao emprego:

Mr M. Smith	_____
St James Road	_____
Market Place	_____
London S2	_____

With reference to your advertisement JNC 4613 in the local Jobcentre for the job as a _____ I am writing to apply for it.

I am _____ years old and have worked as a secretary in a local company for two years. During this time I gained a wide _____ in business and management.

I am taking a course of proofreading from 9 a.m. to 12 a.m. and would be delighted to use this knowledge in your newspaper office. I have a good _____ and can write 50 WPM, so I think _____ for the position.

I _____ at any time and _____ start work _____.

I _____ to hearing from you.

SUNDAY TIMES (date: __/__/____)

Job: Administration Secretary
District: Coleraine
Wages: £7 per hour
Hours: Monday-Friday 8-12 / 13-17
Details: Person 20+ required to work in multinational company producing electric material (ELECTROCOM). Working in partnership with business leaders. Must be dynamic, responsible, good communicator and relationship builder. 2+ years experience preferred.

Ref: **BN2/214**

Extra Information

Contact:
Ms S. Hastings
Church Lane
York Road
Wetherby LS22 7R

REF: BN2/214

_____ in the Sunday Times (__/__/____) for the _____

_____ I am _____ to apply for _____.

_____ years old and have _____ as a _____ at

_____ for _____ years. During this time _____

_____ in working in partnership with business leaders. _____ dynamic and

_____. I was always regarded as a good _____ and _____

_____, so I think I _____ the position.

I can go for an _____ and _____ start work immediately.

I _____ to hearing from you.
