

PLANNING SHEET FOR JOB APPLICATION LETTER

Make brief notes under each question. You can use these notes to help you write your job application letter. Make sure to persuade the reader that you are the best person for the job.

What department are you applying to join?

Why are you applying for this job?

What skills and experience do you have that would be useful for this department?

What else can you include to support your application? Why should you be hired?

If there are too many people applying for a job in this team, what would your 2nd choice be?