

## Pro-Active Human Resource Management – Sample letters

### **Example of an application letter in response to an advertised position**

In order for the reader to process the attention statement, *forget about old formats* to begin the letter such as “I am applying for the Accounts/Clerk position advertised in the West Australian on 20<sup>th</sup> October 2006.

As described in [Job Applications](#), It is outdated and takes away from the overall impact of attention statement. Try using a business structure, for example.

Dear Name of person,

#### **Re: Bookkeeper/Accounts Clerk Position**

Don't accept that you have to write to an unknown person. Ring up and find out whom you should address the letter to and use the name. Make sure your envelope is addressed correctly so that it goes to the right person. Mark it “Private and Confidential”. **It is.**

#### **Plan Your Application**

- 1) **Be systematic** - Cut and paste the advertisement. Pull out all the criteria and re write them. It is amazing how many times crucial information is forgotten. Tick each criterion off when you proof read your letter.

<p><b><u>ESSENTIAL</u></b></p> <ul style="list-style-type: none"><li>• 18 months and work exp.</li><li>• Computerised accounts experience.</li><li>• Computer literacy.</li><li>• Excel &amp; W4W.</li></ul> <p><b><u>DESIRABLE</u></b></p> <ul style="list-style-type: none"><li>• (TAFE Certificate)</li></ul> <p><b><u>DUTIES</u></b></p> <ul style="list-style-type: none"><li>• Varied</li></ul> <p><b><u>COMPANY INFORMATION</u></b></p> <ul style="list-style-type: none"><li>• Progressive company</li><li>• Attractive salary to right person</li></ul>	<p><b>Bookkeeper/Accounts Clerk</b></p> <p>A bookkeeper/Accounts Clerk with at least 18 months paid work experience is required for a progressive office in the city. As duties will be varied, computerised accounts experience along with computer literacy with Excel and Word for Windows, is essential. A TAFE certificate will be well regarded. The working conditions are excellent and attractive salary will be offered to the right person. Your written reply should include a copy of your resume and addressed to:</p> <p>The Accountant PO Box Y3489 East St Georges Tce PERTH 6832</p>
--	--

## 2) COMPANY INFORMATION

**Do I acknowledge this information given? - In this case - yes. why?**

**Read between the lines.**

Apart from the skills required this company is telling you about themselves. Why?

- Because these accounts positions are hard to fill?
- They want someone who is flexible - prepared to change and take on a bigger workload in the future - to progress with the company.
- They want more of a multi-skilled person - (usual for this job to include other accounting work).

In some cases the company information that is provided is superfluous to the application, so don't bother acknowledging the company details. It is crucial to acknowledge the company in this case. It is probably the most important criteria.

**Note:** You may not be able to meet the **desirable criteria**, so in the following letter I have left the qualifications out and tried to make up for it in providing other relevant information such as further professional development and experience. Just enough to get the interview.

Do not give away confidential company information, i.e. the number of *outstanding* debtors and creditors in your old company had that you had to chase up **could be confidential**. You needed to check this out with your referee.

**The desire statement** is easy in this one. They haven't stated the size of their debtors and creditors lists and the volume of work needed to perform the job. They are probably testing the market and initially probably want to employ someone on the cheap. Here you have an opportunity to make them look ahead at how you can help them grow. They will see the benefit if you **continue to address their needs**, not your own. At the interview quantify what you have done, i.e. number of accounts you process.

**Will I be overqualified?**

If you are afraid of sounding overqualified or too old - don't be. It is the major risk but you can't think about it. In the following letter I have created the impression that you don't see the position as easy by saying I would "enjoy the challenge" and I have the energy. After all they **wanted experience** you can't assume anything negative. In the end it will be a very subjective decision anyway

**Example Letter**

You will note that because the company wanted 18 months experience I have only addressed the last job. In other applications you may need to talk about several jobs to expand upon your full experience. Although the following letter is a bit long, the employer did ask for a lot of skills and experience that must be addressed. **This is a real advertisement**. It was not appropriate to use bullet form. Other examples show how you use bullet points effectively.

## **EXAMPLE**

Miss Lynne Williams  
25 Lancombe Street  
INGLEWOOD WA 6052

20 October 2006

The Accountant  
Mrs Radcliffe  
P.O Box Y3489  
East St Georges Terrace  
PERTH WA 6832

Dear Mrs Radcliffe

### **Bookkeeper/Accounts Clerk Position**

I have had over 3 years work experience as a Bookkeeper/Accounts Clerk with a medium sized manufacturing company where I was given sole responsibility for the bookkeeping functions to trial balance, as well as performing other accounts tasks.

In October 2005, I did a short "refresher" course in office procedures and bookkeeping (using MYOB accounting package) through the Australian Institute of Management (AIM).

When I started with this company it had only been operating a short time. It grew substantially over the next 4 years. My role gradually expanded to included payroll for up to 20 staff. I use both Excel & Word for Windows computer applications in this position.

I really enjoyed being part of a progressive company and I enjoyed being part of a team that helped it grow. Unfortunately the company is expanding into other services and is moving the head office is being relocated to Melbourne, leaving only a sales division in Perth.

My current employers will testify that I have the energy, skills and flexible attitude to meet the requirements of a progressive company and I am more than willing to meet the challenge.

I would welcome a personal interview where I can expand upon my skills and experience. The company is allowing me to attend interviews in office hours and I can be contact at work on 9325 1234.

Yours sincerely

---

Lynne Williams  
Enc. Resume