Writing a job application (co-op year)

Start  *One sentence*
Tell the reader which position you are applying for.

Paragraph 1  *Why this company?*

**Topic sentence**  Write about why you are interested in this particular company.
- Show you have done your research- read the website etc use examples
- Tell them what you can gain/ learn from working for them

Please note paragraph 2 and 3 can be put together as one paragraph.

Paragraph 2  *Your personal skills and qualities*

**Topic sentence**  Write about your personal skills and qualities that will be an advantage to their company.

Personal skills and qualities may include: enthusiasm, hard working, empathy, motivation etc…
- Outline important personal skills/ qualities and illustrate each with an example from work or voluntary experience (2-3 skills / attributes)
- Comment on the relevance of your skills to their company

Paragraph 3  *Your professional skills*

**Topic sentence**  Write about your professional skills that will be an advantage to their company.

Professional skills could include: communication, ability to work in a team, productivity, computer skills, attention to detail etc…
- Outline important professional skills and illustrate each with an example from work or voluntary experience (2-3 skills)
- Comment on the relevance of your skills to their company

Paragraph 4  *Your academic skills (short paragraph)*

**Topic sentence**  Summarise your academic skills and qualifications that are relevant.
- Mention relevant subjects you have studied or projects you have experienced
- Mention awards or high marks you have received

End  *One sentence to finish.*
Restate your interest and that you are available for an interview.

**Learning Links** Quick Tips/writing a job application