SUBJECT: INFORMATION PROCESSING

LEVEL: N4

MODULE NO 8: LETTERS OF APPLICATION

TOPIC

After completing this topic, you will be able to:

- Write a proper application letter
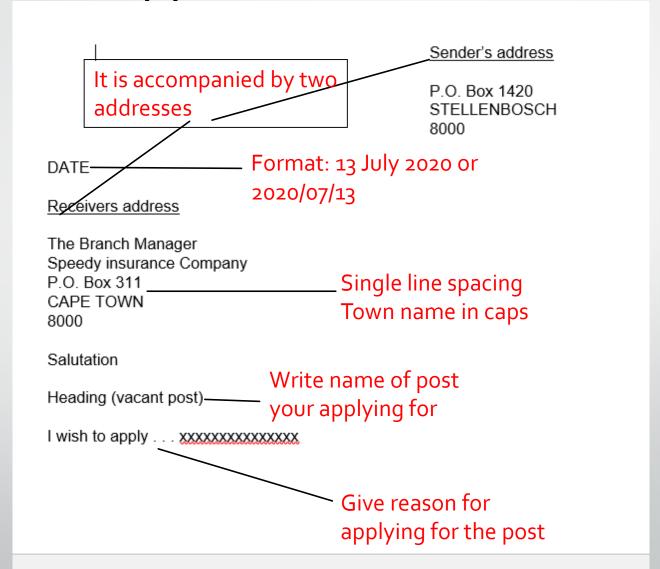
TOPIC

Content

- Application letters

Application letter

It is accompanied by two addresses

Sender's address

P.O. Box 1420
STELLENBOSCH
8000

DATE

Format: 13 July 2020 or 2020/07/13

Receivers address

The Branch Manager
Speedy insurance Company
P.O. Box 311
CAPE TOWN
8000

Single line spacing
Town name in caps

Salutation

Heading (vacant post)

Write name of post your applying for

I wish to apply . . . xxxxxxxxxxxxxxx

Give reason for applying for the post

Application letter

Accordingly: enclose

- . . .
- . . .
-
-

Enclose with relevant qualification

I may be contacted

Write your contact where they can conduct you

Yours faithfully

Name. . .

conclusion