

Mesleki Yabancı Dil 2 Dersi

Ankara Üniversitesi Elmadağ Meslek Yüksekokulu

Öğretim Görevlisi : Murat Duman

Mail: mduman@ankara.edu.tr

(Bu çalışma Marija Krznaric tarafından yazılmış ELECTRICITY AND ELECTRONICS isimli kitaptan alınan özet bilgilerle hazırlanmıştır.)

Hafta 3

SOME KEY POINTS THAT SHOULD BE TAKEN INTO ACCOUNT WHILE WRITING AN APPLICATION LETTER

- Before filling out the job application, make sure to research the company and the role.
- Read the job description carefully and focus on the points the organization seems to be emphasizing.
- Look at the company website to better understand its values and business mission.
- Compare vision of the company to your own values and needs, especially in terms of your career.
- It might also be worth looking up LinkedIn and other social media platforms to see if you know people working for the company. If you have someone in your network, you can ask further questions about applying to the company or the role.

- Don't use copy-paste answers in your job applications. While it's OK to have a core answer ready, you should always look at it in terms of the application in question.
- Generic answers that are copied have lower chances of getting you into a job interview.
- Begin with the reference to where you saw the job advertised.
- Give details of the subjects you studied at school.
- List briefly all previous jobs.
- Be honest and admit that you lack exactly the required experience.
- Indicate your current level of responsibility.
- Explain why the company would benefit if they employed you.
- Say when you will be available for interview.
- Request that they reply as soon as is reasonably possible.