

Good handwritten application forms

If a full and impressive handwritten application form will help you have more opportunities to be interviewed. So you need to take the time to write a perfect application to send to the employer.

Nowadays with the development of modern technology, you can easily find a complete typing application and carefully presented. However, for many companies, employers still require applicants to have a written application. A handwritten application form can help employers assess how your child is, how to practice and care at work. An application for handwritten writing should not be too reckless, should not be abbreviated (taboo), written clearly, in line, with the right margin, the beginning of the paragraph must be capitalized, written back, not crossed out, short, relentless, avoid spreading too much, just need to write more than 1 A4 page.

1. Some typing application forms for your reference
2. 11 job applications in English for IT people

If a full and impressive handwritten application form will help you have more opportunities to be interviewed. So you need to take the time to write a perfect application to send to the employer.

To help new graduates get more experience writing a complete application, we have compiled a number of the best handwritten application forms for you to consult:

Example 1:

SOCIAL REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

JOB APPLICATION

Dear: Mr. (Ms) GD cty ...

Department / HR Department

My name is:.....

Date of birth.....

Hometown, Address:

Through the information in the newspaper / website / . I know your company is in need of recruiting staff with position . I realize I have the capacity and qualifications suitable to the position of the staff. . so I write this application to join the professional and dynamic staff of your company.

I would like to summarize my own study and work history as follows (since College? College? Intermediate level)

Month / Year . to .: What study? what school? What outstanding achievements.

Month / Year . to .: What position? What role? (in summary) at which agency? What outstanding achievements.

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In addition, I can proficiently use office information, English, Chinese to communicate well . to work honestly, carefully .

What position am I currently working on? What specific job / role? in which agency?

If recruited into a dynamic and professional staff of your company, I promise to fully comply with the rules and regulations of the company rules, try the best to complete the assigned work, constantly study. ask to develop working skills.

I assure you that the above is true, if I am wrong, I will take full responsibility before the law.

I sincerely thank!

Hanoi Day Month Year..

The applicant

Example 2: Job application form for current students

SOCIAL REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

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JOB APPLICATION

Dear: Board of Directors of Ho Chi Minh City Food Company.

I know that your company is in need of recruiting sales staff, and the position your company is recruiting requires dynamic, happy, sensitive and creative, enthusiastic and honest, skill set Making transactions, confidence in communication.

I am currently a second-year student, the 'Labor Protection Science' (regular University System), the 'Environment and Labor Protection' department of Ton Duc Thang University. In the process of studying, I tried to comprehensively develop communication and learning skills, to participate in training good moral qualities in the union and student union environment, to draw experience in the time of doing things. part-time job.

I understand that in addition to the above requirements, the position of the company you are recruiting also requires people with internal solidarity and support colleagues in the process of working, getting along with the team, being able to work alone. up and in groups, as well as being able to work in high pressure environments. These are the skills that I have learned through the process of learning and working so far.

Because of the above skills and experiences, I believe that I can meet your company's requirements. I also pledge to strictly abide by all regulations of your company and complete the assigned work well.

Any contact about the interview schedule or information about this application, please contact the phone number .

Thank you very much and respectfully.

Ho Chi Minh City, July 18, 2017

The applicant

Example 3:

SOCIAL REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

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JOB APPLICATION

Dear: Board of Directors of XX Company

I know that your company is in need of recruiting staff at the position of Japanese interpreter and assistant general manager through advertising on ABC newspaper published on xx / x / 2016. This is a very suitable job with my ability and experience in my previous learning and working process.

Through the advertisement, I learned that the position of the company you are recruiting requires good reading and writing skills in Japanese, English, good use of office computers, as well as the ability to confidently communicate. . I have graduated from XX University, Japanese language department, in which Japanese, English and office computer subjects have been focused and invested. In addition, in Japanese, I also have the conditions to comprehensively develop all skills while studying in XX University, Japan, and during the time working part-time jobs using Japanese.

I also understand that in addition to the above requirements, the position of the company you are recruiting also requires people with solidarity, harmony with the team, as well as being able to work in a high pressure environment. These are the skills that I have learned through the process of studying and working so far in Vietnam as well as in Japan.

Because of the above skills and experiences, I believe that I can meet your company's requirements. I also pledge to strictly abide by all regulations of your company and complete the assigned work well.

Any contact about the interview schedule or information about this application, please contact 0988xxxxxx.

Thank you very much and sincerely respect.

Ho Chi Minh City, date . month . year 20016.

The applicant

Example 4: Job application form for new graduates

SOCIAL REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

JOB APPLICATION

Dear: Board of Directors of ABC Company

with the recruitment department of the company.

My name is: Nguyen Thi A

I have read the company's recruitment information through a number of websites and learned that the company is in need of recruiting additional sales staff positions. I feel that the job is very consistent with my wishes and qualifications. I look forward to your company taking a little time to consider your aspirations.

I just graduated from University . in . month . majoring in business administration. Although I have not officially worked as a salesperson at any enterprise but with the spirit of learning and the internship process, I have been exposed to the real enterprise environment, plus I participated in a practical online sales practice course at the Company, so I strongly believe in my ability to do well in order to position the Sales staff that the company is recruiting.

I look forward to working at my company to have the opportunity to develop my own ability, apply the knowledge - skills that I have learned. In order to be ready to apply for this position, I have equipped myself with the ability to use the computer proficiently, such as Microsoft Word, Excel, Powerpoint, . Whether it is teamwork or independence I will always be responsible mission.

Therefore, we hope that the company will give me the opportunity to dedicate to work at the company.

I sincerely thank!

..., day month Year ...

The applicant

Nguyen Thi A

Phone number: 098 259 *****

Gmail:

Notes when writing handwritten application forms:

1. For a standard application, use only one side of the paper should not use two sides of the paper
2. Presentation on A4 paper
3. When using fonts, use certain font types.
4. Do not misspelled or misspelled. The first letter must always be capitalized.
5. The best job application should be sent to the individual, unless the company requires it to be sent to Human Resources or the Recruitment Department. If possible, send it to the person with full discretion.

6. Content needs to be realistic. Before writing, you need to find out about the company you plan to apply for a job. As we said before, we need to show concern, pride, responsibility to the company and enthusiasm for the job.
7. Avoid rigidity. When writing, you need to demonstrate professional qualifications and sincere and cooperative attitudes.

You finished reading the article "**Good handwritten application forms**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
