

# LET'S DO BUSINESS

## **MarchantCain Group Task – The importance of the letter of application**

In her talk, Pam Cain says good written and speaking communication skills are highly important. Accordingly, it's very important people applying for jobs write a strong letter of application illustrating they have researched what the company is about and explaining how their skills, knowledge, interests and ambitions are a good fit.

### **Task**

- 1 Look in detail at the MarchantCain website to find out about everything they do and what the company's culture is like
- 2 Think about how your interests, skills, knowledge and ambitions fit MarchantCain
- 3 Write a letter to Pam Cain asking if the company will have job opportunities for a school leaver like yourself in the near future

### **Outline response**

A strong answer will:

- show a good understanding of the products and services the company offers
- show a good understanding of the company's culture e.g. its values and how it treats its employees
- clearly explain why you would like to work there and why you're a good fit
- be a Word document of about 750 words set out in the format of a formal letter addressed to Pam Cain
- be written in appropriate language with a clear structure so it is easy to follow the range of points being made
- be accurate with no spelling or grammatical errors