

GUIDELINE FOR WRITING AN APPLICATION LETTER

Solomon Islands Public Service

Step 1: Read the Vacancy Advertisement Carefully

Before writing your application, read the entire vacancy advertisement and job description.

Identify and write down:

- **Vacancy number**
- **Position title**
- **Ministry/Department**
- **Closing date**
- **Required qualifications**
- **Key Selection Criteria (KSC)**
- Any other documents or requirements requested.

Important: Your application should be prepared specifically for the position you are applying for. Do not use exactly the same application letter for every position.

Step 2: Identify the Correct Recipient

Your application should be addressed to the person identified in the advertisement.

Using the format provided:

**The Permanent Secretary
Ministry of Education and Human Resource Development
Honiara, Solomon Islands**

Then:

Dear Permanent Secretary

This is the format provided in the application-letter Information Sheet.

Step 3: Write the Subject/Reference

Clearly identify the position you are applying for.

Include:

- Vacancy number
- Position title

- Ministry/Department
- Closing date

Example

RE: VACANCY NO. 25/2026 – APPLICATION FOR PRINCIPAL ADMINISTRATIVE OFFICER – MINISTRY OF EDUCATION AND HUMAN RESOURCE DEVELOPMENT – CLOSING DATE: 11 SEPTEMBER 2026

The Information Sheet specifically asks applicants to include these four pieces of information in the reference.

Step 4: Introduce Yourself and State the Position You Are Applying For

The first paragraph should be clear and direct.

Example

I wish to apply for the position of Principal Administrative Officer, Vacancy No. 25/2026, as advertised. I am confident that I have the required qualifications and experience for the position.

The purpose is simply to tell the selection panel what position you are applying for and why you believe you are suitable.

Step 5: List Your Supporting Documents

Tell the receiving office what documents you have attached.

The Information Sheet identifies:

1. RS Form 6
2. CV
3. Certified copies of qualifications
4. Reference letter, where required/applicable.

Example

I am attaching the following documents in support of my application:

1. Completed RS Form 6;
2. Curriculum Vitae;
3. Certified copies of my qualifications; and
4. Reference letter.

Only list documents that are actually attached and/or required.

Step 6: Read the Qualifications in the Job Description

Go back to the **job description**. Look under the **Qualifications** section. Copy or identify each qualification requirement.

For example:

Qualification 1:

A Bachelor's Degree in Human Resource Management or related field.

Qualification 2:

Postgraduate qualification in Human Resource Management will be an advantage.

The Information Sheet instructs applicants to take the qualification requirements from the job description and comment against each one.

Step 7: Explain How You Meet Each Qualification

Do not simply write:

"Yes, I have the qualification."

Instead, provide the qualification you hold and, where appropriate, the institution and year.

Example

Qualification: Bachelor's Degree in Human Resource Management or related field.

Response:

I hold a Bachelor of Business Administration from the University of the South Pacific, completed in 2022. I also hold a Postgraduate Certificate in Human Resource Management, which has provided me with additional knowledge and skills relevant to the position.

If you **do not have the exact qualification**, the Information Sheet advises applicants to identify other relevant qualifications they hold.

Step 8: Identify Every Key Selection Criterion

This is one of the **most important steps**. Go to the job description and identify every KSC.

For example:

KSC 1:

Demonstrated ability to provide effective administrative support.

KSC 2:

Demonstrated ability to communicate effectively.

KSC 3:

Demonstrated ability to work effectively as part of a team.

KSC 4:

Demonstrated ability to use Microsoft Office applications.

The Information Sheet instructs applicants to make comments against the KSCs listed in the advertisement.

Step 9: Respond to Each KSC Separately

Do **not** put all your experience into one large paragraph. Respond to each KSC separately.

Example

KSC 1: Demonstrated ability to provide effective administrative support.

I have more than five years' experience providing administrative support in a government environment. My responsibilities include preparing correspondence, maintaining records, coordinating meetings, preparing reports and assisting senior officers with administrative requirements. Through this experience, I have developed strong organisational skills and the ability to manage competing priorities.

Step 10: Give Evidence of Your Experience

The selection panel needs to understand **what you actually did**, not just what you claim you can do.

A useful approach is:

What was the situation?

What was happening?

What was your responsibility?

What were you required to do?

What action did you take?

What did you actually do?

What was the result?

What did you achieve?

Example

Instead of:

I have good communication skills.

Write:

In my current position, I regularly communicate with officers, senior management and external stakeholders. For example, I coordinated consultations involving officers from three departments to finalise a work plan. I prepared the meeting agenda, coordinated participants and consolidated feedback. The consultation was completed within the required timeframe and the final work plan was submitted to management for approval.

This gives the selection panel **evidence** of your communication and coordination skills.

Step 11: If You Do Not Have the Exact Experience, Explain Related Experience

You should not automatically leave a KSC blank simply because you have not performed exactly the same duties.

The Information Sheet specifically advises applicants to consider whether they have **related skills or experience** that can demonstrate their suitability.

Example

KSC:

Experience managing a large project.

If you have never managed a large project, you could explain:

While I have not independently managed a large-scale project, I have supported the implementation of several departmental activities. My responsibilities included coordinating

participants, monitoring timelines, preparing reports and liaising with stakeholders. This experience has developed skills that are directly relevant to project coordination and management.

Be honest. Do not claim experience you do not have.

Step 12: Check That You Have Addressed ALL Requirements

Before submitting your application, go back to the job description.

Create a simple check:

Requirement	Addressed?
Qualification 1	✓
Qualification 2	✓
KSC 1	✓
KSC 2	✓
KSC 3	✓
KSC 4	✓
KSC 5	✓

The objective is to make sure the selection panel can easily see how you meet the requirements.

Step 13: Provide Your Contact Details

At the end of the letter, provide current contact information.

The Information Sheet provides for:

- Postal address
- Email address
- Work telephone
- Home telephone
- Mobile number
- Other contact details where appropriate.

Make sure your phone number and email address are **correct and active**.

Step 14: Close Your Application

Use an appropriate closing.

For example:

Please consider my application for the position. I would welcome the opportunity to discuss my qualifications and experience further if I am shortlisted for an interview.

Then:

Yours sincerely,
[Full Name]