



Example 1: Application Letter



Street Address
City, State Zip
Date of writing

Name
Title
Company
Street Address
City, State Zip

Dear Mr./Ms.:

1st paragraph Explain why you are writing; identify the position and your source of information. Indicate in summary form your strongest qualifications for the position using a series of phrases

2nd paragraph Outline your strongest qualifications in more detail and show how they match the position requirements. As much as possible, provide evidence of your related work, extracurricular, and academic experiences and accomplishments. Refer to your enclosed resume.

3rd paragraph Optional. Convince the employer that you have the personal qualities and motivation to succeed. Relate your interests and qualities to your knowledge of the company.

4th paragraph Request an interview and indicate how and when you can be contacted. Suggest that you will call at a specific time to discuss interview possibilities. Thank the reader for his/her consideration.

Sincerely,
(Handwritten signature)
Your name, typed

Enclosure(s)



Example 2: Application Letter



Street Address
City, State Zip
Date of writing

Name
Title
Company
Street Address
City, State, Zip

Dear Mr./Ms:

I am applying for the Sales Associate position which we discussed during the Career Fair at The George Washington University in Washington, D.C. on (date). My varied sales experience and my bachelor's degree in Business Administration are my strongest qualifications for this position.

As you can see from the enclosed resume, I have sold a variety of products through my extracurricular activities and have worked in many banking environments through my cooperative education and internship positions. My marketing, computer research, and customer relations experiences, as well as my oral and written communication skills, should prove valuable in increasing (name of company's) sales volume. I am enthusiastic about pursuing a career in sales with (name of company) because of its diverse product line and international scope.

I would welcome the opportunity to meet with you and can be reached at (phone number) from noon to five daily. I will be in New York next week and will call you on (date) to discuss the possibility of an interview.

Sincerely,
(Handwritten sig.)
Your name, typed

Enclosure(s)

Name _____ Date _____



Business Letter – Full Block



Name _____ Date _____

Odyssey Writer



Business Letter – Modified Block


