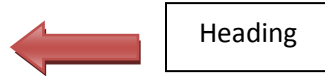


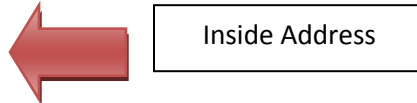
### Letter or Application Sample

Your Present Address  
City, State, ZIP Code

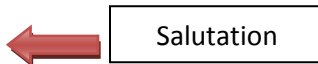


Date

Person's Name  
Title  
Employer Name  
Street Address  
City, State, ZIP Code



Dear (Mr., Ms., Dr., etc.),



(First Paragraph) Indicate the reason for writing, the specific position for which you are applying, and, if there is a position opening, the source from which you learned of the job and the date it was posted. If you are inquiring about jobs in general and no opening was advertised, indicate your interest in career opportunities in your field.

(Second Paragraph) Mention why you are interested in the position or organization and its products or services. Relate your academic or work background to the position for which you are applying--how are you qualified for the position? Point out your practical work experience, specific achievements, and unique qualifications. Mention information other than what is on your resume.

Body

(Final Paragraph) Refer the reader to your enclosed resume, which summarizes your qualifications, training, and experience. Refer to your interest in a personal interview. You may suggest several dates or indicate your flexibility as to the time and place. Restate your interest and indicate your eagerness to meet personally to learn more about the position. Include your phone number. If the vacancy notice included the employer's phone number, indicate that you will call within seven to ten days to find out if an interview can be arranged. If you indicate you will call, follow through! Thank the employer for taking the time to read your letter and resume.

Sincerely,  
(Your written signature)



Your typed name



Enclosure(s) (refers to enclosed resume, reference list, etc.)

