

Job Application Letter

[Your Name]
[Address]
[City, State, Zip]

[Date of letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

I am writing this letter to apply for your company's Assistant Manager position that you have listed on your website. I believe that my educational training and professional background make me a suited for the demands and requirements for this position. I am especially interested in your company because I see that you are a leader in your industry and have earned the highest awards. I would like to contribute to your company as a very interested employee.

I look forward to discussing my qualifications in detail with you. I will be making a trip to your company's headquarters within the next month which may provide an ideal time for an interview. If there are any additional questions that I can answer please contact me at the phone number located above on this letter. If I do not hear from you within the next two weeks I will make a follow up call to see how your candidate search is progressing and to possibly schedule an interview while I am in town.

Thank you for your time and consideration.

Best regards,
[Your Signature]