

Letter of Application

(Applicant's Address)

Street

City, State Zip

Email

(Date)

(Business Address)

Department

Business Name

Street

City, State Zip

(Salutation):

(Beginning) Name the position or type of job you are seeking. If you are applying for a specific opening, explain how you found out about the opening.

(Middle) Highlight your most important qualifications for this position. If you think your résumé covers everything, simply refer the reader to the résumé.

(Examples) If you can think of any interesting examples which show that you would be good for this job, put them here.

(Closing) Ask for an interview, tell the employer how to reach you, and state that you would like a response.

Sincerely,

(Signature)

(Name)