

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request to Be Hired Permanently

Dear :

As an assistant to the editor of YellowPad Publications, I have learned vast amounts of knowledge regarding the publication industry. Likewise, my interest in the field has peaked considerably since my employment. I have decided that I would like to pursue a career in the area of publication and writing. YellowPad is one of the premier publishers in the area. The experience that I have gained has been priceless. I would like to continue my experience with YellowPad Publications. However, I was hired as a temporary assistant to the editor. I am writing to formally request a consideration to be hired permanently to the YellowPad Publications. As YellowPad is a growing industry and the editor is an extremely busy individual, a permanent assistant will be a necessary. I have been employed with YellowPad for five months; my knowledge of the area would be an asset to the company. It would be a waste to proceed with classifying the position and interviewing when you have an adequate assistant temporarily employed with you.

Thank you for employing me. It has been a invaluable experience working at YellowPad Publications. Please consider my request in its entirety. If you have any questions, please feel free to contact me.

Sincerely,

N A M E