

**LETTER OF APPLICATION
EXAMPLE**

87 Ross Avenue
Laurel, MD 20725
December 12, 2004

Mr. Pablo Rodriguez
Personnel Manager
EMH Company
684 Mills Drive
Laurel, MD 20721

Dear Mr. Rodriguez:

I am a high school senior attending the Laurel Career Center in the Electro-Mechanical Systems Maintenance program. I would very much like to apply for the position of service technician which I read about in your ad in Sunday's Laurel Press.

I learned about EMH during a field trip to your offices last spring, and discussed your company with your sales representative, Ms. Lessa Haas, who spoke highly of your organization. She hired me for odd jobs several years ago and has agreed to be one of my references.

My training at the career center has prepared me for this position. My present job of stock clerk has given me experience dealing with customers which I enjoy. The enclosed resume gives the details of my training as you can see, I have excellent technical skills; but I hope to expand them by attending college part time in either computer science or electrical engineering.

I feel my qualifications meet your needs and I would like to schedule an interview. Please call me any day after 3:30. My home telephone number is 555-1725. Thank you.

Sincerely,

Marcus H. Davis

Enclosure

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Your Street Address
City, State Zip Code
Date

QS

Reader's Name, Title
Company Name
Street Address
City, State Zip Code

DS

Salutation:

DS

The introduction introduces you and tells the reader why you are sending a resume. If someone referred you, state his or her name and relationship. If you are answering an ad, tell where you saw the advertisement. Name the position for which you want to apply.

DS

The next section summarizes your qualifications. Let the reader know that you have done some research about the organization. Tell the reader why you want to work for the organization and what you can contribute to it. Remember to include positive statements designed to "sell yourself"

DS

The conclusion provides a courteous, friendly ending. Include an action statement. Ask the reader for an interview. Ask them to call you or indicate that you will call to make an appointment. Include a polite ending.

DS

Closing,

QS - sign name using black ink

Signature

DS

Enclosure