

LETTER OF APPLICATION

Your Name
 Your Street
 Your City, State, Zip Code

The person to whom you are writing
 His/her Title
 His/her Street
 His/her City, State, Zip Code

Dear _____ :

OPENING PARAGRAPH: State why you are writing. Name the position or type of work for which you are applying. If possible, identify how you heard of the job opening, if you know that there is one.

MIDDLE PARAGRAPH: Explain why you are interested in working for this employer. Use personal references such as your educational background, former jobs you have had, and your knowledge of the business for which you want to work. A resume should always be sent with a letter of application. Ask for application forms and information about the organization if you do not already have these materials.

CLOSING PARAGRAPH: Suggest a time period when you are available for an interview. For example, you might indicate that you will contact them to make a specific appointment, or that they can request further information from you. Let him/her know you are interested in an immediate reply to your letter.

Sincerely,

Job Seeker

Enclosure

LETTER OF APPLICATION

John Huff
2000 N 8900 W
Clintown, Utah 84015
(801) 777-5555

I am writing to you because I'm interested in a job working with children. My future goal is to become a teacher for the first grade.

I am interested in this job because it will help me for my long term career. I have known people that have been employed at your center. They say that the work is great if you are going to be working with children as a career. I have had three years experience with children from ages 3 to 7 years and up and would love the opportunity to work with them some more.

If you would refer to the attached application form, resume, and personal data sheet, you will see a summary of my training, interests, and experiences that I have with children.

I will be passing through the area in which you are located. I will contact you on that day to make a further appointment.

Thank you for your time.

Sincerely,

John Huff

LETTER OF APPLICATION

**Amy Tamloy
3333 U. Congress Way
H.A.F.B., Utah 84056
(801) 777-9999**

**JC Penney
1105 Layton Hills Mall
Layton, Utah 84040**

Dear Julie, (Department head of women's clothing)

I am writing to you because I heard that you were hiring new employees. I've seen this ad in the local newspaper. I would like to apply for the job of sales clerk. I'm a very interesting and fun person. I am outgoing and love to meet people. You will never get bored from me because I love to talk.

I am interested in the job because I like to work with people and I love clothes. I would do a good job because this job relates to me. I am good at working with all kinds of people. I shop at JC Penney all the time. I am very impressed by all the nice and friendly people. I also like the clothes they sell. I, too, would like to express my friendliness to all the customers. I am a fast learner. I've never had experience in this job, but I have worked with children in the child care room at Northridge High. I would also like it if you would send me an application.

I will be available from 3:00-7:00 p.m., Mondays through Sundays. You can call me at this number, 773-9260. If it is possible I would like to make an appointment in order to meet with you and talk about further questions concerning the job. Thank you for your time and consideration.

Sincerely,

Amy Tamloy