

Letter of Application

Tips: Use professional vocabulary and phrasing. Make this an interesting letter to read. Be confident in your experience and knowledge and build a case for how your skills can be of benefit to this organization. Do your homework and mention things about their organization to show that you know who their clients are and possibly mention your interests that might relate to their clients. You should try to find something memorable about yourself that will help them remember you after reviewing a hundred other resumes and cover letters.

November 22, 2010

**Dr. Terry E. Johnson,
Director of Human Resources
Merit Corporation
1640 Franklin Place
Washington, DC 20041**

Dear Dr. Johnson:

(First paragraph: Introduce yourself and include pertinent information about your job skills and how you found the listing and what position you are applying for.) **I am writing in regards to the position you are currently hiring for. I believe that I am qualified for this job because of the computer skills I possess. I have gained skills in my computer classes I have taken such as Computer technology, keyboarding, and Microsoft Word Processing. In these classes I have gained the knowledge of how to write letters, memos, and other business documents. I can also key up to fifty gwam. I also have experience in accounting**

(Second and third paragraphs: Give a more complete explanation of the types of work you have done or are doing. Address the skills you have been developing while working, both directly relevant skills (for instance, in Journalism this would include writing, editing, etc.) and indirectly relevant skills (for instance, learning problem solving skills, ability to meet deadlines, to work in a team atmosphere, to take direction from many sources, etc.) You may also mention relevant courses you have taken if you do not have actual experience yet. Try to match the experience you have with the job description.) **I am also very motivated and determined to give my all. Whatever you ask of me as an employer I will fulfill it to the best of my abilities. I believe in accomplishing tasks quickly and effectively. I know what it takes to be a leader and to set an example. As an employee I will represent the company in a professional way both while at work and in my everyday life.**

(Final paragraph should thank them for reviewing your application and that you look forward to an interview. Give them the information they will need to get in touch with you to schedule the interview (time of day and phone or email).) **I thank you for taking the time out of your busy schedule to read this letter and review my resume. I will notify you in a few days. Once again thank you for your time.**

Sincerely,

Your Name

Enclosure: Resume