

Letter of Application, in response to a job listing

[Your Name]

[Street • City • State • Zip Code]

[Phone # • Fax phone # • Messages phone # • Email]

[Date today]

[Interviewer's name]

[Company name]

[Address]

[Address]

Dear [Interviewer's name]:

I am submitting my letter of application for the position of [position title and number if available]. I became aware of the position from [list how you learned of the position: Career Center, official website, company recruiter, friend, Career Fair, etc]. I will be completing my Associate degree in [major] on [graduation date] and believe that I have the education, training, and work experience to be a strong candidate for this position.

As you will see in the enclosed resume, I have worked as an intern for a company that uses your products. Through this experience, I have become familiar with your product's design and reliability features. In addition to my hands-on experience with controls, I have taken several relevant elective courses that have prepared me for this [list primary focus area].

Through part-time jobs and extracurricular activities, I have strengthened my communication, interpersonal and teamwork skills. Last fall, I was chair-person of the publicity committee for [club name]. In this position, I coordinated the activities of 12 members. This background, as well as my educational and internship experience, has prepared me to combine an interest in motivating people with a desire to work in a technical environment and therefore I am qualified to meet the demands of this position.

Thank you for your time and your consideration of my application.

Sincerely,

[Sign here]

[Type Your name]