

Sample Job-Application Letters

187 Jackson St.
Bryan, TX 77802

June 4, 2004

Ms. Ann Porter
Personnel Office
Bryan Medical Center
3452 Texas Ave.
Bryan, TX 77805

Inside Address. If you are writing to an individual who has a professional title—such as *Professor, Dr.*, or, for public officials, *Honorable*—use it. If not, use *Mr.* or *Ms.* (unless you know the recipient prefers *Mrs.* or *Miss*). Include the complete mailing address: street number and name, city, state, and zip code.

Dear Ms. Porter:

Salutation. Use an appropriate title (*Mr., Ms., Dr., Professor*) and the person's name. If you do not know the name, use a title (*Human Resources Coordinator, Manager, etc.*). Add a colon at the end of the salutation.

I had the opportunity to meet with you last month at the Texas A&M University Job Fair and to learn about the new Bryan Medical Center. I am interested in the ward clerk position that I found posted on your employment website.

I have worked for five years as a Licensed Vocational Nurse and also hold a bachelor's degree in biology from Texas A&M University. My nursing experience on medical/surgical wards would help me in the ward clerk position, having posted lab reports, taken off doctors' orders, and scheduled procedures using two different hospital computer programs. My studies in biology have given me an excellent understanding of laboratory test results. Additionally, I have acquired valuable interpersonal skills and have a good working knowledge of complex telephone and paging systems, all of which would be help me keep up with the demands of a busy hospital ward.

Note that this applicant chooses to combine her work experience and college education into one paragraph. She wishes to focus more on her nursing experience rather than her degree, perhaps not wishing to appear overqualified for the position.

The enclosed résumé will give you the details of my medical training and experience, as well as my other qualifications. I would appreciate an interview with you at your convenience. My phone number is (979)846-8698, and my e-mail address is psmith@alpha1.net. The best time to call is weekdays from 8-10 A. M.

Sincerely,

Complimentary Close. The conventional phrases *Sincerely, Sincerely yours, Yours sincerely, Yours very truly,* and *Very truly yours* are interchangeable.

Paula Smith, L. V. N.

Signature. Type your full name on the fourth line below the complimentary close. Sign the letter, in ink, above the typewritten name.

Enclosure

The enclosure notation refers to the résumé.

1781 Weber Road
Warminster, PA 18974

January 17, 2003

Mr. Harry Gail
Fox Run Medical Center
399 N. Abbey Road
Warminster, PA 18974

Inside Address. If you are writing to an individual who has a professional title—such as *Professor, Dr.*, or, for public officials, *Honorable*—use it. If not, use *Mr.* or *Ms.* (unless you know the recipient prefers *Mrs.* or *Miss*). Include the complete mailing address: street number and name, city, state, and zip code.

Dear Mr. Gail:

Salutation. The traditional salutation is *Dear*, followed by an appropriate courtesy title (*Mr.*, *Ms.*, *Dr.*, *Professor*) and the person's last name. If you do not know the name, use a title (*Human Resources Coordinator, Manager, etc.*). Add a colon, not a comma, at the end of the salutation.

Last April I contacted your office regarding the possibility of an internship as a laboratory assistant at your center. Your assistant, Mary McGuire, told me then that you might consider such a position this year. With the experience I have gained since last year, I believe I would be a valuable addition to your center in many ways.

The writer gracefully suggests that she would be an even better candidate this year than last year.

At Harmon College, I have earned a 3.7 GPA in 36 credits in chemistry and biology; all but two of these courses had laboratory components. One skill stressed at Harmon is the ability to communicate effectively, both in writing and orally. Our science courses have extensive writing and speaking requirements; my portfolio includes seven research papers and lab reports of more than 20 pages each, and I have delivered four oral presentations, one of 45 minutes, to classes.

The writer is making two points: she is experienced in the lab, and she is an experienced communicator. By mentioning her portfolio, she is suggesting that she would be happy to show the reader her documents. This statement is an example of understated self-confidence.

At GlaxoSmithKline, where I currently work part-time, I analyze molecular data on an E & S PS3000, a Macintosh, and an IBM PC. I have tried to remain current with the latest advances; my manager at GlaxoSmithKline has allowed me to attend two different two-day in-house seminars on computerized data analysis using SAS. My experience as the manager of a 12-person office for four years helped me acquire interpersonal skills that would benefit Fox Run.

More information about my education and experience is included on the enclosed résumé, but I would appreciate the opportunity to meet with you at your convenience to discuss my application. If you would like any additional information about me or Harmon's internship program, please write to me at the above address, call me at @ (215) 555-3999, or e-mail me at linderap423@aol.com.

Very truly yours,

Complimentary Close. The conventional phrases *Sincerely*, *Sincerely yours*, *Yours sincerely*, *Yours very truly*, and *Very truly yours* are interchangeable.

Alice P. Linder

Signature. Type your full name on the fourth line below the complimentary close. Sign the letter, in ink, above the typewritten name.

Enclosure

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Job-Application Letter from this source:

Markel, Mike. *Technical Communication*. 8th ed. Boston: Bedford/St. Martin's, 2004. 344-5, 393.