

Sample Job Application Letter

Mr. George Gilhooley
XYZ Company
87 Delaware Road
Hatfield, CA 08065
(909) 555-5555

Date

Dear Mr. Gilhooley:

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via my cell phone, 555-555-5555. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

FirstName LastName

Peter Printout
1298 Lead Street
Readership, PA 151501
P: (222)333 - 4444
e: peteprinout@yahoo.com

Mr. Charles Reader
New York Times
1111 5th Avenue
New York City, New York 2222

Dear Mr. Reader:

For the past 10+ years I have followed your career through news events, interviews and web research. Your dedication to the Fourth Estate and your understanding of the important role journalists play in today's fast-paced information highway, coupled with your belief in the power of the press is exemplary.

In addition, I know you were a student at Columbia with John Smith, my journalism professor at Missouri State.

I have had the privilege of honing my journalistic abilities on three widely different publications. When I left college, I immediately went to work for the typical small town newspaper and learned all aspects of getting the paper to the people in a timely manner. I then moved to regional manager for a media corporation composed of small to mid-size newspapers in the Midwest. In my current position, I am Chief Correspondent for one of the largest newspapers in the southwest.

I would like an opportunity to visit with you to get your insight and suggestions on where my skills and abilities would be of the greatest value to the journalist field, not only newspapers but other mediums as well.

The week of March 15 - 19, I will be in New York City. I'd like to visit with you and get your feedback on my writing ability, along with suggestions on where my skills would be of the greatest value from your point of view. I do have a portfolio of my work that I will have with me.

I will call your office to set a convenient time. I do look forward to meeting you.

Sincerely,

Peter Printout

Sample Letter of Interest

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Job Title
Company
Street
City, State Zip

Dear Mr./Ms. LastName:

I am interested in finance and I would like to inquire about positions at ABD Company. ABD's Professional Leadership Program has been recommended to me as one of most highly regarded corporate finance training programs in the industry.

I would be interested in learning more about the company and about available opportunities.

I have a Bachelor's Degree in Accounting from XYZ University. In addition, I completed two internships focusing on finance and spent a summer work for DEF Corporation at its New York City headquarters.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the leadership program with you and to provide further information on my candidacy. I can be reached via my cell phone, 555-555-5555 or by email at bbbb@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Your Signature

Your Typed Name

Sample Follow-Up Letter to a Job Application

Mr. George Gilhooley
XYZ Company
87 Delaware Road
Hatfield, CA 08065

Date

Dear Mr. Gilhooley:

I submitted a letter of application and a resume earlier this month for the programmer position advertised in the *Times Union*. To date, I have not heard from your office. I would like to confirm receipt of my application and reiterate my interest in the job.

I am very interested in working at XYZ Company and I believe my skills and experience would be an ideal match for this position.

If necessary, I would be glad to resend my application materials or to provide any further information you might need regarding my candidacy.

I can be reached at (555)555-5555 or jdoe@abcd.com. I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Signature

Jane Doe