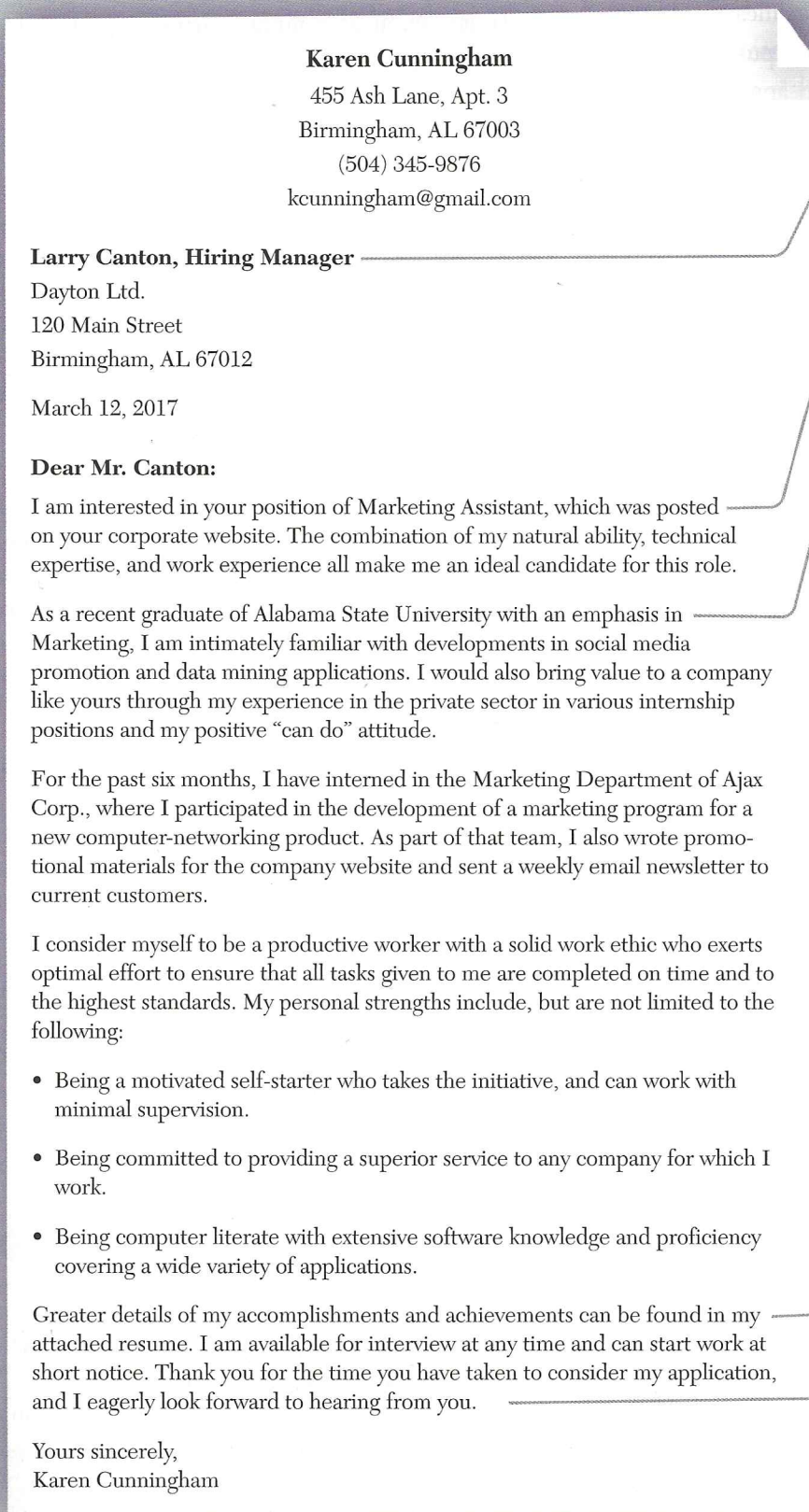


FIGURE 13.8 EXAMPLE OF AN APPLICATION LETTER



- Addresses letter to specific person, using correct name and job title.
- Identifies how applicant learned of the position, the specific position sought, and background.
- Discusses how education relates to job requirements.
- Introduces résumé for additional information.
- Encourages employer to take action without sounding pushy or apologetic.

Format Pointers

Formats as formal business letter because the message is accompanying a print résumé.

An abbreviated email message including an online résumé in ASCII or RTF format would be appropriate for electronic submission.

Uses the same high-quality, standard size and neutral colored paper as was used for the résumé.

Includes the writer's address and contact information.