

8. Explain why the following letter of application is ineffective. Rewrite it to make it more precise and appropriate.

Apartment 32
Jeggler Drive
Talcott, Arizona
Monday
Grandt Corporation
Production Supervisor
Capital City, Arizona

Dear Sir:

I am writing to ask you if your company will consider me for the position you announced online recently. I believe that with my education (I have an associate degree) and experience (I have worked four years as a freight supervisor), I could fill your job.

My schoolwork was done at two junior colleges, and I took more than enough courses in business management and information technology. In fact, here is a list of some of my courses: Supervision, Materials Management, Work Experience in Management, E-commerce, Safety Tactics, Introduction to Software Analysis, Art Design, Contemporary Business Principles, and Small Business Management. In addition, I have worked as a loading dock supervisor for the last two years, and before that I worked in the military in the Quartermaster Corps.

Please let me know if you are interested in me. I would like to have an interview with you at the earliest possible date, since there are some other firms also interested in me, too.

Eagerly yours,

George D. Milhous