

FIGURE 13.8 EXAMPLE OF AN APPLICATION LETTER

SARA BARTON
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January 18, 2015
John Wassen, Owner
Wassen Motorsports, Inc.
2332 Industrial Boulevard
Dallas, TX 44909

Dear Mr. Wassen:

Dan Bennis of your human resources department told me at our university's career fair of a Web developer opening in your technology department and recommended that I apply. Experience in retail Web development, a degree in Information Technology, and excellent communication skills qualify me for this position.

I have developed websites for two retail operations. Using HTML and JavaScript, I designed online order systems for both businesses as well as redesigned their home pages to be more navigable by visitors. In both cases, I gathered information from users and industry sources to ensure that the designs included desired features and functionality.

My Information Technology degree from New Mexico State University prepared me well to work in Web development. In addition to foundational computer programming courses, I was able to complete courses in website design as well as communication courses that enhanced my understanding of presentations, business writing, working in teams, and using digital technologies.

Please review the enclosed résumé for additional information about my work experience and education. You can also view examples of my Web design efforts by visiting www.rod rats.com and www.karensfashions.com. I look forward to talking with you about how my skills and experiences can benefit Wassen Motorsports.

Sincerely,

Sara Barton

Sara Barton

Enclosure

● Addresses letter to specific person using correct name and job title.

● Identifies how applicant learned of position, specific position sought, and background.

● Discusses how education relates to job requirements.

● Uses bulleted list to highlight qualifications corresponding to job requirements.

● Introduces résumé and website for additional information.

● Encourages employer to take action without sounding pushy or apologetic.

Format Pointers

Formats as formal business letter since message is accompanying print résumé.

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

Uses same high-quality, standard size paper as for résumé in neutral color.

Includes writer's address and contact information.