Sample Letter # 2

344 Poki Street
Aiea, Hawaii 96701
Month ###, 19##

Joshua Elliott, Ph.D.
Engineering manager
Hydrofoil Incorporated
707 Waiaie Place
Honolulu, Hawaii 96746

Dear Dr. Elliott:

I am interested in applying for employment as a mechanical engineer in the manufacturing technology services division of your company. Recent literature indicates your company is doing some creative work in value engineering techniques related to the reduction of cost parts; I have a strong interest in this type of work and have recently completed a small research project in this area.

My Bachelor's degree will be awarded by the University of Hawaii in May 19##. My major is Mechanical Engineering with concentration in mechanics and materials. I enjoyed my academic program, in particular the laboratory sections but am anxious to apply these studies and theories to the "real" world.

My resume and course listing are enclosed to give you added details of my background. I will appreciate an added opportunity to discuss my qualifications in person and will appreciate an interview with you at your convenience. I will call your office shortly to make these arrangements.

Thank you for your attention to my application.

Sincerely yours,

[Signature]

Jane Applicant

Enc. 1. Resume
2. Transcript of Coursework

WHAT IS A LETTER OF APPLICATION?

A letter of application, sometimes referred to as a cover letter or letter of transmittal, generally introduces or accompanies the resume. It also communicates your value to the employer. Sample letters are shown on the following pages.

WHAT DOES A LETTER INCLUDE?

1. Return address and date: Type your street address, city, state and ZIP code, and date.

2. Inside address: Include the following data:
   - Name of person and title
   - Organization
   - Street Address
   - City, State, and Zip code

   Personalize your letter by addressing a specific person by name. If you include a name and title, be sure they are accurate. If these data are not available, use a functional job title such as “Personnel Director”.

3. Salutation: When your letter is addressed to a specific person, greet this person with the courtesy title (Mr., Ms.). unless the person has a specific title (Dr., Professor, etc.). If there is only one job title in your inside address, use the salutation “Dear Sir/Madam”. If your letter is addressed to an organization and not to a person, use “Ladies/Gentlemen.”

4. Body of letter:
   a. The opening paragraph is crucial as it should ATTRACT THE INTEREST of the reader. Tell the employer why you are writing the letter. Identify the position you are applying for, how you learned of it, give information to show your specific interest in the employer.
   b. Middle paragraph(s) should tell about your main qualifications to show why you should be considered for the job. Use specific examples of your qualifications to create a clear and interesting picture of yourself. Try to CREATE DESIRE on the part of the employer to seek you out but be brief. Refer here to the resume or other materials you are enclosing.
   c. The closing paragraph usually paves the way for further ACTION. Ask for an interview appointment, application form, or additional information.

5. Closing: You may use a formal closing such as “Sincerely yours” or “Yours truly”. Type your name below the closing and be sure to add your signature.

SOME ADDITIONAL GUIDELINES

1. Prepare letter on plain, white bond paper (8 1/2 x 11). Do not use personal stationery. Limit the letter to a single page.

2. Let your letter reflect your individuality. However be brief and use simple, direct language. A letter of application should be an original, never a duplicated copy. A good letter will serve as a model, and with slight revisions, can be used for other employers.

3. Review your letter for mechanics, style, tone, sales effectiveness. Seek the advice of others (faculty advisors, placement counselors, parents, or friends) in developing and reviewing your letter. Get a friend to proofread your final copy. The letter should be a perfect copy.

4. Remember: An effective letter captures the interest of the READERS (employers) and prompts them to read your resume!

Sample Letter # 1

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Search Committee Chair
C/o Dean’s Office
Central Washington University Library
Ellensburg, Washington 98926

Dear Madam/Sir:

In reply to your notice of vacancy listed in the Washington Star, I would like to apply for the position of Assistant Documents Maps Librarian, I hold a Master of Library Science degree from an ALA-accredited library school and an undergraduate degree in geography.

My academic library experience includes extensive work in government publications and maps. In addition to providing documents reference services, I was required to assist in the acquisition, collection and technical processing of maps. My work also included organizing and implementing an educational program for students by offering tours and instruction in the use of government documents and maps. This project was well-received by the academic community and resulted in a merit increment. The enclosed resume outlines some of my other qualifications.

Because of my desire to locate in the Northwest U.S., I am especially interested in your opening. I will be available for an interview during the week of Month #, 19##. Please call or write me at your earliest convenience.

Sincerely yours,

[Signature]

John Applicant

Enc.