

Letter of Application for an Internship - Notice the reference to the source of the advertisement. Titles of publications should be underlined. The candidate mentions a specific interest, but keeps the door open for possible placements in other departments. This letter is in full-block format.

MC 01234
Marist College
Poughkeepsie, NY 12601
March 22, 2004

Ms. Julia Robertson
College Relations
Allied Signal Corp.
Morris Township, NJ 07962

Dear Ms. Robertson:

As a Marist College communications student in my junior year, I am seeking an internship in the Central New Jersey region in corporate communications. I noticed that your company is listed as offering internships in communications in *The National Directory of Internships*. Currently, I am features writer for the Marist College newspaper; I've also written press releases for the college's theatre department. My experience in writing, as well as my desire to pursue a career combining business and writing, have convinced me that corporate communications is an option I would like to explore.

More importantly, an internship with Allied Signal would be mutually beneficial. I know that the combination of my experience, education, and motivation to excel will make me an asset for any department where you place me.

I believe it would be worthwhile for us to meet. I will contact you within a week to arrange a meeting. Should you have any questions before that time, you may reach me during business hours at the number listed on the enclosed resume.

Sincerely,

Candace Carlisle

Letter of Application - *The candidate displays his knowledge of the organization and details his sales experience even though his concentration is in finance. This letter is in full-block format; all items are flush with the left margin.*

53 Main St.
Arlington, VA 08954
February 15, 2002

Edward Anderson
Director of Human Resources
Extron Corporation
118 Courtyard Plaza
Arlington, VA 08954

Dear Mr. Anderson:

Please consider the enclosed resume for the Sales Representative position with Extron Corporation which was advertised in the *Arlington Gazette*.

As a resident of Arlington for many years, I am familiar with the excellent reputation of Extron Corporation. Having read Extron's corporate literature, I know that the sales people are well trained and highly motivated. The Wall Street Journal recently profiled Extron's use of portable computers in the sales force. This is the kind of sales position I would like.

This May, I will be graduating from Marist College with a bachelor's degree in business administration. Although my concentration is in finance, I have also taken several marketing courses. I handled sales for the Marist Yearbook during my college years, increasing sales to students by 33%. Each summer I worked for a restaurant using suggestive selling techniques with customers.

I would like to meet with you to further describe my strengths in relation to this position. Please feel free to contact me at (703) 783-9951. There is an answering machine at this number should I not be available to receive your call.

Thank you for your time and consideration. I look forward to hearing from you.

Yours truly,

Mark Barrett

Letter of Application Via EMail - *The candidate responds to an ad posted on the Internet.*

Box 11244
Marist College
North Road
Poughkeepsie, NY 12601
CarterK@frontier.net.com
February 20, 2002

Mr. Andrew Pickens
Director of Programming
Computer Test, Inc.
Stamford, CT 06902
Apickens@CTest.com

Dear Mr. Pickens:

I learned through the comp.database.informix news group that your corporation is seeking an entry level programmer/analyst. My strong commitment to a career in systems analysis and maintenance coupled with my programming experience make me a strong candidate for this position.

My experience in programming at Marist College and during my internship at IBM has enabled me to develop technical skills and allowed me to put computer training and theory into practical application. I have done some research on Computer Test and know that it maintains an extraordinary commitment to quality. I would like to contribute to that commitment.

My work supervisors and faculty will affirm that I am efficient, hardworking, and persistent. If possible, a telephone interview with you to discuss my qualifications would be greatly appreciated. I will take the liberty of calling you during the week of March 5th.

If you prefer, please feel free to contact me earlier at 845-575-1141 or by e-mail at CarterK@frontier.net.com.

Thank you for your time and consideration.

Sincerely,
Kevin Carter

Letter of Application - *The candidate presents relevant experience and skills as they relate to the position advertised. Notice the reference to the source of the ad. This letter is in semi-block format.*

Alexandra Hendro
37 Liberty Lane
Valley View, MA 87644
(508) 344-2341
October 14, 2001

UU245
Times 10108

Dear Boxholder:

As I read your advertisement in the *New York Times* for a research manager, I knew immediately that I could offer exactly the solid marketing-research experience and analytical skills you described.

In my current position as a marketing analyst for a market-research firm, I have projected future growth of various industries by researching and analyzing past performance. My analytical skills have contributed to my ability to solve and prevent problems both in my current position and in a previous position with a list broker.

I could bring to your marketing-research position the finely honed communications skills that would enable me to translate research data into readable language. I currently write press release and direct-mail marketing brochures.

My college thesis, "Developing Cost-Effective Advertising Campaigns," demonstrates my thorough understanding of magazine advertising and other media that compete for advertising dollars.

I believe my qualifications and your needs are an excellent fit. I think it would be in both our best interests to meet. I can make myself available for an appointment at your earliest convenience. Please feel free to call me at (508) 344-2341.

Sincerely,

Alexandra Hendro