

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, b.6 (c,)-3.5 (k)3.2 (t)3.6 (t)3.6 (te)1.9 (ca s).

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.*

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, 2018

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, 2018

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 of 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