

Letter of Application Form

A letter of application is not always required, but it is a good idea to include one anyway. It makes your application or resume stand out!

(NOTE: For a formal letter, it is often best to write words out instead of using abbreviations.)

FOLLOW THIS FORMAT:

Home or school street address
City, State, Zip
Date

Name of the person you are writing to OR address it to "Personnel Director"
Street address of the person you are writing to
City, State, Zip

Dear _____ :
(name of the person you are writing to)

First Paragraph

Tell them what position you would like to apply for.
(For example, "I would like to apply for the position of sales clerk as advertised in the Times Standard.")

Tell them what school you go to, your grade, and age (these are optional)
Tell them that you are very interested in the position (also optional)

Second Paragraph

Say why you want the job.
Tell what experience you have had that would make you a good candidate
Explain why you are a good person for the job
Tell what your best skills are

Third Paragraph

Tell what days and hours you are available for work.
Ask the person to contact you and give them information on how to reach you.
Tell them you hope to see them soon for an interview.
Thank the person for taking the time to consider your letter, resume, and/or application.

Sincerely,

Sign your name (use a pen and cursive writing)
Type your name underneath your signature