



Job Application Letter Sample

Handout courtesy of Angela Gulick

1234 Imaginary Drive
Champaign, IL 61821

Street Address
City, State Zip Code

August 5, 2012

Date letter is sent

Ms. Kathleen Charleston
Director, Human Resources Department
Parkland College
2400 West Bradley Avenue
Champaign, IL 61821

Name of letter's recipient
Job Title
Workplace
Street Address
City, State Zip Code

Dear Professional Title Last Name: (for example, Dear Ms. Charleston: or Dear Ms. Green:)

Or

Dear Human Resources Department: (if no specific name is listed in the advertisement)

Salutation (formal greeting for
letter following by colon (:))

Introductory Paragraph:

Paragraph one of your letter should tell the reader the specific job for which you are applying, including any identifying information such as a job number or specific job title. You should also indicate where you saw the position advertised and provide a brief overview for the rest of the letter. Try to show your enthusiasm for *this job* from the very first paragraph.

Body Paragraphs:

The body of the letter (2 to 4 paragraphs) emphasizes the *specific qualifications* you have that make you suitable for this job. That is what separates a job application letter from a résumé: a job application letter doesn't try to summarize all of your life's history. Rather, the job application letter selects and elaborates upon select qualifications or experiences you have that relate to this job.

Writers often find it useful to write one paragraph on their educational experiences/qualifications and a separate paragraph on their work-related experiences/qualifications. However, this advice needs to be adapted to a particular writing situation. You do, however, want to address as many of the specific job requirements as are listed in the advertised position.

Conclusion Paragraph:

The closing paragraph of your letter should end on a positive note. Depending upon the nature of the job and your own comfort level, you can either tell the reader what you intend to do next (for example, contact the company to set up an interview) or you can request that the employer contact you. You should also provide specific contact information including relevant telephone numbers, an email address, and the best times to contact you if you have a complicated schedule. Finally, wrap up your letter by expressing gratitude and good will toward the company.

Sincerely yours,

Your signature in blue or black ink

4 typed lines

Your complete name (typed)

Enclosure: Résumé