



LETTER OF APPLICATION - SAMPLE

3569 West Lincoln Drive
St. Louis, MO 63147
July 20, 1998

Ms. Patricia M. Benjamin
Director of Human Resources
UniTech, Inc.
2692 North New Hampshire Boulevard
St. Louis, MO 63124

Dear Ms. Benjamin:

This letter is in response to the Training Specialist position advertised in the July 20th edition of the St. Louis Post Dispatch. I am confident that my qualifications for this position merit your consideration.

As you can see from my resume, I recently obtained my bachelor's degree in communication from Saint Louis University in St. Louis, Missouri. While this degree has provided me with a strong background in communication theory, it has also given me the opportunity to demonstrate my abilities through practical experience.

As a Training Department Intern with IBM, I was responsible for a new computer software education program. This project allowed me to develop and refine my communication, training and organization skills while designing a training program to teach basic software applications to users who knew very little about computers. The success of this program has been overwhelming and has been integrated into the IBM new staff training course.

Although the enclosed resume outlines my education and experience, I would appreciate the opportunity to demonstrate my knowledge of employee training and development, initiative, and interpersonal skills in an interview. I will be contacting you by telephone within the next week to discuss your needs and my qualifications. Thank you for your consideration.

Sincerely,

Thomas F. Green

Enclosure