

Model Document: Letter of Application

6819 Locustview Drive
Topeka, KS 66614
June 14, 20--

Loudons, Inc.
4619 Drove Lane
Kansas City, KS 63511

Dear Human Resources Director:

I read an article in the Kansas Dispatch about Loudons' new computer center north of Kansas City. I would like to apply for a position as an entry-level programmer at the center.

I understand that Loudons produces both in-house and customer documentation. I believe my technical-writing skills, as described in the enclosed résumé, are well suited to your company. I am a recent graduate of Fairview Community College in Topeka, with an Associate's Degree in Computer Science. In addition to having taken a broad range of courses, I served as a computer consultant at the college's computer center, where I helped train computer users on new systems.

I would be happy to meet with you at your convenience and discuss how my education and experience will suit your needs. You can reach me at my home address, at (913) 233-1552, or at dedwards@cpu.fairview.edu.

Sincerely,

David B. Edwards

David B. Edwards

Enclosure: Résumé

Job objective stated clearly in opening.

Author expresses understanding of company needs and briefly describes own qualifications for job.

Final paragraph includes request for interview.