

Model Document: Job Application Letter

522 Beethoven Drive
Roanoke, VA 24016
November 15, 2010

Ms. Cecilia Smathers
Vice President, Dealer Sales
Hamilton Office Machines, Inc.
6194 Main Street
Hampton, VA 23661

Dear Ms. Smathers:

*Opens by referenc-
ing a personal
contact at the firm*

During the recent NOMAD convention in Washington, one of your sales representatives, Karen Jarrett, informed me of a possible opening for a district manager in your Dealer Sales Division. My extensive background in the office-systems industry makes me an ideal candidate for the position.

*Continues with a
concise career
summary*

I was with Technology, Inc., Dealer Division from its formation in 1998 until TI's merger and reorganization last year. During that period, I was involved in all areas of dealer sales, both within Technology, Inc., and through personal contact with a number of independent dealers. From 2003–2008, I served as Dealer Sales Manager and Special Representative. As described in the enclosed résumé, I was the national winner of TI's "Outstanding Customer Service Award" for 2006, 2007, and 2008. I have strong contacts with key buyers at all the major firms in our industry.

*Closes with contact
information*

I would be happy to discuss my qualifications in an interview at your convenience. Please telephone me at (804) 449-6743 or e-mail me at <gm302.476@sys.com>.

Sincerely,

Gregory Mindukakis

Gregory Mindukakis

Encloses a résumé

Enclosure: Résumé

Figure 16–21 Application Letter from an Applicant with Many Years of Experience