

LETTER OF APPLICATION

514 North Clark Street  
Rexburg, ID 83440  
Date

Mr. David G. Bruce  
Director of Personnel  
American Manufacturing Co.  
124 South Third Street  
Denver, CO 80202

Dear Mr. Bruce:

Opening Paragraph: State why you are writing, name the position or type of work for which you are applying, and, if possible, mention how you heard of the opening.

Middle Paragraph: Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had experience, be sure to point out your particular achievements or other qualifications in this field or type of work.

Middle Paragraph: Refer the reader to the attached application blank, resume, or personal data sheet (which gives a summary of your qualifications), or to whatever media you are using to illustrate your training, interests, and experience.

Closing Paragraph: Have an appropriate closing to pave the way for the interview by asking for an appointment, by giving your phone number, or by offering some similar suggestion to facilitate an immediate and favorable reply.

Sincerely,

*Brian D. Wayne*

Brian D. Wayne

Enclosure