

TIPS ON WRITING LETTERS

1. Your letter should be typed on the computer.
2. Use white paper. Do not use colored paper or letterhead stationery. Use a business size envelope and fold your letter correctly.
3. Be neat and accurate. Check for misspelled words and use proper grammar.
4. Keep a copy for yourself.
(Save a digital copy, if possible, for ease of revision.)
5. Write to a specific person if possible.

6. Use personal pronouns such as “I,” “me,” and “my” as little as possible.
7. Keep statements positive, yet not boastful. Be modest, yet self-confident. Include things that will encourage the employer to hire you.
8. Seek advice from others. Ask a teacher, counselor, other worker, or friend to read the letter and give you advice on how it may be improved.
9. Use wording similar to the position description.

SAMPLE LETTER OF APPLICATION

(Date)

Jane Smith
Western Management Resources
813 Wall Street
Manhattan, KS 66502-0000

Dear Ms. Smith,

I read about the job opening for a shift manager in the Manhattan Times and I am interested in the position.

My skills include working with people and with equipment used for manufacturing auto parts. I have had experience working in a factory similar to yours as a line worker. During the past four years I have been required to pass standard quality control checks and have often assisted with the evaluation of five other workers.

Please refer to the enclosed resume for more details about my skills and work experiences. Three references are also included in the resume. This position interests me and I feel that I have the necessary qualifications. I am a capable and responsible employee and would like to work for Western Management Resources as a shift manager. I am interested in an interview and look forward to hearing from you next week.

Sincerely,

Joshua Worker