

**Sample 1: Application Letter
(Full Block Format)**

1225 Hampton Street
Yonkers, NY 10407
March 15, 2003

Ms. Dianne C. Strand
Manager of Human Resources
ABC Industries
2000 Smith Street
White Plains, NY 10592

Dear Ms. Strand:

I am applying for the position of systems analyst, which was advertised on March 12 with the career services office at Manhattan College. The position seems to fit very well with my education, experience, and career interests.

Your position requires experience in computer systems, financial applications software, and end-user consulting. With a major in computer information systems, I have training on mainframes, minicomputers, and microcomputers as well as with a variety of software programs and applications. My practical experience in my college's computer center as a programmer and as a student consultant for system users gave me valuable exposure to complex computer operations. Additionally, I worked as an intern in computing operations for a large bank where I gained knowledge of financial systems. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for ABC Industries. Your firm has an excellent reputation and [comes highly recommended to me*].

Would you please consider my request for a personal interview to discuss further my qualifications and to learn more about this opportunity? I will call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to call me at 914-779-2050. If I am not in, please leave a message on my answering machine and I will return your call within a day.

Thank you for your consideration. I look forward to talking to you.

Sincerely,

(Written signature)

Lisa Watson

Enclosure

* use for a very small company
not a Fortune 500