

LETTER OF APPLICATION

702 Marygold Avenue
St. Louis, MO 63103

April 7, 20xx

Mr. Steve Barrons
Director of Campus Relations
ABC Corporation
954 Park Blvd.
Villanova, PA 19085

Dear Mr. Barrons:

I am interested in applying for the sales representative position recently advertised in The New York Times. The skills I have developed from my work experience and academic background support my strong interest in a sales career.

As you can see from my resume, the internship I had with XYZ Corporation provided me an opportunity to gain practical experience with account maintenance and cold-calling new accounts. In addition, I have worked as a waiter for the past four years, learning firsthand how to effectively deal with customers and their demands. I have been formally commended by the management several times, being named "Employee of the Month."

Ever since I decided to pursue a sales career, ABC Corporation has been at the top of my list of prospective employers. The strides your company has taken in the computer software market – namely the development of packages for use by pharmacies and hospitals – make ABC a leader in the industry.

I would very much like an opportunity to speak with you regarding the sales representative position. I will call you late next week to discuss my qualifications for the position, or you can reach me in the meantime at 718/555-0000. Thank you for considering me for this position.

Sincerely,

(Sign Here)

James R. Wolfe

Enclosure