

# Sample Application Letter

## In 3-4 paragraphs you want to...

- ✓ Reveal your purpose and interest
- ✓ Identify the position of interest and how you learned about it
- ✓ Outline your strongest qualifications matching the requirements of the position
- ✓ Provide evidence supporting your relevant experiences and accomplishments
- ✓ Avoid redundancy – Rather than simply repeating your resume, expand upon relevant experiences and transferrable skills

**RYAN MCADAMS**  
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January 10, 2011

Ms. Maura Jane Mahoney  
Manager of Human Resources  
First National Bank of Carlisle  
6543 Mountain Lane  
Internshipville, PA 74185

Dear Ms. Mahoney:

While researching career opportunities on Shippensburg University's online job board, College Central Network, I obtained information about the management trainee position with First National Bank of Carlisle. Please accept this letter and the accompanying resume as evidence of my interest in applying for this position.

My previous experiences demonstrate that I have a variety of qualifying skills including excellent communication, hiring and training experience, as well as proficiency in policies, procedures, and bank regulations. During my business-related experiences as a bank teller, financial planning intern, and assistant manager, I handled customer concerns, communication of bank regulations, and oversight, hiring, and training of new employees.

With these experiences and my educational background I am confident that I can perform this job effectively and efficiently. Furthermore, I am generally interested in pursuing a career with the First National Bank of Carlisle. Your company has an excellent reputation for which I would be pleased to have the opportunity to help uphold.

Please consider my request for a personal interview to further discuss my qualifications and learn more about your company and this opportunity. I will contact your company next week to see when a meeting can be arranged. If you have any questions, please feel free to contact me at (987) 654-3210 or via email at r.macadams@email.com.

Thank you for your time and consideration. I look forward to meeting you.

Sincerely,  
*Ryan McAdams*  
Ryan McAdams

Enclosures: Resume, References

## You want to also...

- ✓ Push for personal contact: Request an interview by indicating when you will be contacting the individual to discuss the possibility of an interview
  - But only if you will actually follow up!
- ✓ Show gratitude and appreciation for the reader's time and consideration
- ✓ Demonstrate your passion, interest, and enthusiasm for the field/position
- ✓ Avoid referring to your resume. Instead, expand upon your resume and give details/descriptions/examples of how those experiences relate to the position