

Letter in Response to a Newspaper Advertisement

(Ad is shown to help you understand the letter. Do not attach the ad to your letter.)

or fax resume to Rosemary on 973-565-5029.

Personnel Assistant

Manufacturer of lucite products has several entry-level positions available in its human resources department. Responsibilities in training, hiring, benefits, wage and salary administration.

Applicant must hold MS/MA in human resources, business, industrial relations, or a related area.

Please send resume and letter of application to: Richard Tomczyk, Manager of Personnel, Bates Products, Incorporated, 895 Granada Street, New York, NY 10003

*Equal Opportunity/Affirmative Action Employer
Women and minorities are encouraged to apply.*

Personnel Manager

Wanted: one hard working go getter to join our dedicated team of professionals. We are a consul-

1234 Alice Street
Toms River, NJ 07391
May 13, 200x

Paragraph 1

Identify position desired and how you learned of its availability.

Paragraph 2

Express interest in this particular company and your desire to work in this specific career field.

Paragraph 3

Refer to enclosed resume and pinpoint those specific elements of your background which have prepared you for this position.

Paragraph 4

Indicate the follow-up action you plan to take in order to set up an interview.

Richard Tomczyk
Manager of Personnel
Bates Products, Incorporated
895 Granada Street
New York, NY 10003

Dear Mr. Tomczyk:

I am applying for the position of personnel assistant advertised in the Sunday, May 11, *New York Times*.

A recent issue of *Training* focuses on your company's use of the quality circles concept of increasing worker productivity. I would like to begin my career in labor relations with a company that recognizes the value of involving employees in problem solving.

As you can see from my resume, my education, skills and employment experience work together to qualify me for this position. While completing my major at Montclair State University in industrial relations, I studied human resource development, wage and salary administration, and personnel research and measurement. These courses gave me an understanding of the concerns facing the human resources specialist. This knowledge is complemented by practical experience of employer-employee relations, gained while working first as a clerk and then as an evening manager in a retail store.

I will be calling your office on Wednesday, May 20, to inquire about the possibility of interviewing with you. Please don't hesitate to call me at (973) 123-4567 if you want any additional information.

Sincerely,

Mary Jones

Enclosure