

Letter of Application, Personal Contact

This type of letter is sent to an employer about an opening you've learned about through a personal contact.

Paragraph 1

State purpose of letter and identify contact person who informed you of the position.

Paragraph 2

Refer to resume to point out experiences and skills which match the available position.

Paragraph 3

Indicate your wish for an interview. It is appropriate to say you will call only if you actually plan to do so.

Enclosure

Reminds reader that other papers (resume) are enclosed, should they be separated.

108 Lawrence Street
Livingston, NJ 07039
July 1, 200x

Mr. Paul Smith
Director of Training
General Mills Corporation
7381 Westside Avenue
North Bergen, NJ 08932

Dear Mr. Smith:

It was suggested by Alice Jones of Merck and Company that I write to you about the opening on your training staff.

As my resume indicates, I have the research, planning and program experience to bring imaginative solutions to training problems. Moreover, I understand you are currently investigating the purchase of a new media system for your training program. My extensive media background could be very helpful at this early stage of your project.

When we meet personally, I would be happy to tell you more about my experience and qualifications. I will call in a week's time to arrange an interview.

Yours truly,

Janet Hobson

Enclosure