WRITING AN APPLICATION LETTER

Remember to address the letter to a specific person. Conduct some research (online, etc.) and confirm (via phone call) that your letter is addressed to the most appropriate person. Show that you're knowledgeable about the position you're applying for by connecting your qualifications with the company's priorities (i.e. reading about the company's mission/values/purpose and paraphrasing that information within the description of your interest in the position)

RECOMMENDATION	EXAMPLE
Identify the position and context (your interest in this particular position and how your job search led you to this opportunity)	*I am writing to apply for the public relations internship advertised in the University of South Florida Career Center newsletter.*
Highlight your qualifications by explaining work history, activities that prove leadership skills, and educational accomplishments	*I am confident that my previous experience as a sales associate at Lenny's Surf Shop, my position as president of the Alpha Kappa Psi professional fraternity, and my Bachelor of Arts degree in Mass Communications prove that I am an extremely competitive candidate for this position.*
Connect your work history, leadership activities, and educational accomplishments with the position description	*For instance, while hired as a sales associate at Lenny's Surf Shop, I was responsible for communicating with clients regarding unique order requests. This role taught me to speak and act in a professional manner, and to communicate confidently and clearly.*
Request an interview and provide contact information and availability	*Thank you for your time and consideration of my application. I look forward to speaking with you about this position as soon as possible. I can be reached anytime via e-mail at _____ or by cell, at _____.*
Refer to the enclosed resume	Use the word "Enclosed" after your printed signature (see example for format).

To access additional resources, please visit the USF Writing Center website