



Ready Reference F-5 Sample Application Letter

Application Letter Format

Use the heading from your resume for your contact information

Date

Ms. Jane Doe
College Recruiting Manager
Big Company, Inc.
999 Major Highway
Big City, State 00000

Dear Ms. Doe:

Use the application letter if you are applying for a specific job. See Ready Reference F-4 if you are inquiring about the possibility of general employment with the company.

I am writing to apply for the systems analyst position available in your Dallas office. I learned of this position through the Career Services office at Oklahoma State University. My educational background and work experience support my strong interest in a career with Big Company, Inc.

As you can see from my enclosed resume, I am completing a degree in Computer Engineering with a minor in finance. My background, skills, and goals appear to match those outlined in your position announcement. I have:

- Extensive training in mainframes, networks, microcomputers, and a variety of programs and applications
- Experienced in using financial systems for savings and loans
- Excellent programming skills; I have written programs for financial analysis, and troubleshooting network problems.
- Strong leadership skills; I trained six new employees on the organization's hardware and software systems.

My research has revealed that Big Company, Inc. is a leader in the industry. I am especially interested in the strides Big Company has taken in developing new applications to address requirements of tomorrow's financial institutions. My background, skills, and goals appear to match those outlined in your position announcement. I am genuinely interested in contributing to the further success of Big Company.

I would like the opportunity to visit with you to discuss the systems analyst position. Please feel free to contact me at 405-999-9999 or email me at first.lastname@okstate.edu. Thank you for considering me for this position.

Sincerely,

Steve Student