**LETTER OF APPLICATION**

February 7, 2XXX

Ms. Sophie Jones

Manager of Human Resources

Beck’s Public Relations Inc.

1234 State Street

Chicago, IL 60600

Dear Ms. Jones:

I am writing to apply for the position of Human Resources Assistant in your Training and Development Office. I found this position in the Illinois State University Career Center online eRecruiting listings.

My education in human resources and my recent internship at the ABC Publishing House have provided me with the experience and confidence to succeed in training and development. I noted in the job description you are looking for a professional with experience in technical writing. My time at ABC was spent developing the Web-based training manual for the professional staff to use when training new employees on customer service. ABC was recently awarded the coveted “City of Chicago Customer Service Company of the Year” by the Chicago Chamber of Commerce. I am very pleased to have been a part of that effort.

Having reviewed Beck’s Web site, I am particularly impressed by the company’s philosophy of “dedication to professional excellence through continued professional education.” I agree wholeheartedly and would look forward to my own continuing professional development within the organization. I have enclosed my resume, which will give you additional information about my work experiences in human resources, plus my educational background.

Thank you for considering me as a candidate for this position. I have already arranged for you to receive a copy of my university transcripts (as directed in the job announcement) and I eagerly anticipate hearing from you in the near future about the prospect of an interview.

Sincerely,

Pat Smith

Enclosure