

## The Job Application

A business communication that almost everyone writes at some time is the job application. Often a person looking for work will find a blind advertisement in the newspaper. This item contains a box number but no other identifying information. For example:

### WANTED

Refrigeration repair tech. 2 wk.  
vacation; health ins. Send appl., res.,  
and sal. req. to Box 23, Dept. C.

To reply to a blind advertisement, address your letter to the newspaper. Be sure to use the box number mentioned in the advertisement. Study the following model letter from Specialist Fourth Class Wesley Timmons. It demonstrates how to reply to a blind advertisement of a job vacancy.

1666 Radnor Street  
Ft. Dix, New Jersey 08640  
May 11, 1999

Daily Gazette  
P.O. Box 23, Dept. C  
Ft. Dix, New Jersey 08640

To the Personnel Director:

I am finishing a tour of duty in the U.S. Army. I am interested in finding a job in the Ft. Dix area. Your ad in the *Daily Gazette* sounds like work that I have been trained to do and that I enjoy. Since joining the Army in 1996, I have studied refrigeration repair and have been assigned to the base commissary. I would be pleased to interview for your advertised position as a refrigeration repair technician. I am looking for a salary in the \$28,000 to \$32,000 range. If you wish, you may reach me by telephone at this number (609) 555-0155, afternoons between 3:00 and 7:00 P.M. My résumé is enclosed.

Yours respectfully,

*Sp4c Wesley Timmons*

Sp4c Wesley Timmons

WT/encl.

**A** Choose a word or phrase from the letter on page 60 to answer the questions below.

1. What do the following abbreviations stand for?

Ft. \_\_\_\_\_ Dept. \_\_\_\_\_

P.O. \_\_\_\_\_ Sp4c \_\_\_\_\_

2. Who is the receiver of the letter?

\_\_\_\_\_

3. For what job does Wesley Timmons want to interview?

\_\_\_\_\_

4. Is this letter written in semiblock, block, or full block style?

\_\_\_\_\_

5. In what state does Wesley Timmons want to work?

\_\_\_\_\_

6. What is the telephone area code of that state?

\_\_\_\_\_

7. Where did you find the answer to question 6?

\_\_\_\_\_

8. Where was the ad seen?

\_\_\_\_\_

**B** Rewrite the above letter on page 60 in full block style. Replace the newspaper box number with the following receiver's name, company, street address, city, state, and ZIP code: Latham R. Sanders, President; Ace Refrigeration Repair; 8483 Mountain View Road.; Ft. Dix, New Jersey 08640. Place Mr. Sanders's name in the greeting. Write your letter on a separate piece of paper. Address an envelope to accompany it.