

You may read about a job in the Help Wanted section of your newspaper that tells you to write to a business or a post office box. This requires a brief, concise letter that lists your qualifications and expresses your interest in the job. Below is a sample copy of a letter answering a Help Wanted advertisement.

127 West Main Street
Lisbon, Ohio 44432
December 22, 1999

Mr. Vincent Morelli
Vito's Italian Kitchen
1021 Bedelia Street
Lisbon, Ohio 44432

Dear Mr. Morelli:

I was interested to read in the Lisbon Sun (12/21/99) about your current need for an evening manager. I have worked in my parents' grocery store (Fred's Stop 'n Shop) since I was ten years old. I am skilled at managing other people, dealing with customers, handling money, and ordering produce and other merchandise.

Though still employed at the grocery store, I would like to gain management experience in a restaurant since I am planning a career in the hospitality industry.

I am 20 years old and in good health. I graduated from Northway High School in 1997 with a 3.1 average. I also have an associate degree in business from Strayer College. I have lived in Lisbon all my life.

Please send me the necessary application or call 555-1234 so an interview can be arranged.

Sincerely,

Albert D. Cunningham
Albert D. Cunningham

ADC

B *Letters of Application:* Write letters seeking employment to two of the following companies. You can use the sample letter on the previous page as a guide. Use the address in the ad for the inside address. Use "Dear Sir or Madam:" for the greeting.

HELP WANTED
OFFICE MANAGER – Must have 5 years office and supervisory experience. 2 weeks paid vacation. Complete medical, dental, and hospitalization plan, pension plan. Salary open. All replies held in strict confidence. Write Richard Co., Box 706, Philadelphia, PA 19255

SALESCLERKS—Full-time or part-time. Market Basket, 1423 Scalp Avenue, Elwell, MI 48832

SERVICE PERSON—
 Capable of servicing and repairing oil and gas furnaces. Good pay. Fringe benefits. McCleary Heating, 2451 Bedford St., Dallas, TX 75214

KITCHEN HELP—Wanted
 Write The Frog, 207 Radian Dr., Sayre, PA 18840

GENERAL MECHANIC—All-purpose equipment mechanic experienced in gas and diesel engines, electric welding. Steady work. Good pay, vacation, fringe benefits. All replies held confidential. For details reply to Clifton Gazette, Box 884, Clifton, SC 29324.

E *Application Letter:* Complete the following application letter. Circle the best word or phrase out of each group.

November 18, 1999

Mr. Hughes
Box 1021
Austin, Texas 73301

Dear Mr. Hughes:

I was (excited, thrilled, interested) by your advertisement in yesterday's paper for a (person, salesclerk, sales professional) who (is an expert with, has heard of, is familiar) with popular music.

I am a high school senior and would like (an opportunity to learn new skills; something to do after school until the summer; to make some money like my friends do).

For references, please call (my mom and dad; Joey Green, my best friend; Ms. Anne Thomas, my 10th grade biology teacher). Also, I was employed last summer at High's Dairy as a janitor. I left there because (I never did get along with my boss; the job lasted only for the summer; I kept asking for a raise and never got one).

Regarding the hours and pay, (I would have no trouble working those hours at the salary you advertised; I hope they're negotiable; my parents say they're OK as long as I don't have to work overtime).

I look forward to (working for you; hearing from you; stopping by your store to meet with you).

(Fondly, Faithfully, Sincerely,)

(Charlie Peterson
Charles A. Peterson
C. A. Peterson)