

For information about letter formatting, see Ch. 14, p. 363.

Notice that the writer's own name does not appear at the top of his letter.

In the inside address, he uses the reader's courtesy title, "Mr."

The introductory paragraph identifies the writer's source of information about the job, identifies the position he is applying for, states that he wishes to be considered, and forecasts the rest of the letter.

In a letter, you can't discuss everything in the résumé. Rather, you select a few key points from the résumé to emphasize.

Note that both the education paragraph and the employment paragraph begin with a clear topic sentence.

The writer points out that he has taken two graduate courses, and he discusses his senior design project, which makes him look more like an engineer solving a problem than a recent graduate.

Notice how the writer makes a smooth transition from the discussion of his college education to the discussion of his internship experience.

A concluding paragraph usually includes a reference to the résumé, a polite but confident request for an interview, and the writer's contact information.

The enclosure notation refers to the writer's résumé. Do not use an enclosure notation unless you are literally enclosing something along with the letter in the envelope.

3109 Vista Street  
Philadelphia, PA 19136

January 20, 2015

• Mr. Stephen Spencer, Director of Personnel  
Department 411  
Boeing Naval Systems  
103 Industrial Drive  
Wilmington, DE 20093

Dear Mr. Spencer:

- I am writing in response to your advertisement in the January 16 *Philadelphia Inquirer*. Would you please consider me for the position in Signal Processing? I believe that my academic training in electrical engineering at Drexel University, along with my experience with the RCA Advanced Technology Laboratory, qualifies me for the position.
- My education at Drexel has given me a strong background in computer hardware and system design. I have concentrated on digital and
- computer applications, developing and designing computer and signal-processing hardware in two graduate-level engineering courses. For my senior design project, I am working with four other undergraduates in using OO programming techniques to enhance the path-planning software for an infrared night-vision robotics application.
- While working at the RCA Advanced Technology Laboratory, I was able to apply my computer experience to the field of DSP. I designed ultra-large-scale integrated circuits using VERILOG and VHDL hardware description languages. In addition, I assisted a senior engineer in CMOS IC layout, modeling, parasitic capacitance extraction, and PSPICE simulation operations.
- The enclosed résumé provides an overview of my education and experience. Could I meet with you at your convenience to discuss my qualifications for this position? Please leave a message any time at (215) 555-3880 or email me at [coppen@dragon.du.edu](mailto:coppen@dragon.du.edu).

Yours truly,



Carl Oppenheimer

• Enclosure (1)

**FIGURE 15.7** Job-Application Letter