


☐

I'm not robot

  
reCAPTCHA

Continue

**JOB APPLICATION LETTER**

**SUPERMARKET JOB**

((Address Sender))

There is no evidence we could write all the  $\mathbb{Z}_2$ -invariant monomials in  $\mathbb{Z}_2[x_1, \dots, x_n]$  as a sum of all the  $\mathbb{Z}_2$ -invariant elements.

An example of a letter asking for an application form:

Ms Smith  
Manager  
The Handsworth  
Luton, Beds LU1 2AB

Dear Ms Smith,

I am writing to apply for the above post as advertised in the *Connections* Centre on 10th November 2002.

As stated in the advertisement I am writing to request an application form

Yours sincerely

J J Bloggs

12 New Road  
Luton, Beds LU1 4G3  
Tel 01582 129456  
Mob 0779 201 1254  
21/11/05

**Twines Handsworth**

**Sample Internship Application Letter**

101 Willow Street  
Newburgh, NY 10992  
812-555-7777

March 15, 2002

Mr. John Miller  
Human Resources Coordinator  
201 Corporate Center  
Newburgh, NY 10992

Dear Mr. Miller:

Please consider me for the Information Systems Administrator Internship that was listed with the InfoSource Staffing Agency. I have a Bachelor's degree in Information Systems and am currently seeking a position that will allow me to gain relevant experience in an office as well as provide me with the opportunity to learn from the staff of the InfoSource Staffing Agency. I am confident that my education and work experience will allow me to contribute to the success of the InfoSource Staffing Agency. I am currently seeking a position that will allow me to gain relevant experience in an office as well as provide me with the opportunity to learn from the staff of the InfoSource Staffing Agency. I am confident that my education and work experience will allow me to contribute to the success of the InfoSource Staffing Agency.

Very truly yours,

John Miller

Enc: Resume

December 8, 2002  
Address: (unfilled)  
Address: (unfilled)

Dear Mr. Stalder:

I am currently looking for a job where I can utilize my two semesters and I am interested in working for a hotel and want to know, are you looking for a person like me? I am a student and I am looking for a job where I can utilize my two semesters and I am interested in working for a hotel and want to know, are you looking for a person like me?

I would appreciate the opportunity to discuss my qualifications for any of your current openings and to discuss my qualifications for any of your current openings. My resume is attached for your review.

Thank you for your consideration.

Respectfully yours,

(unfilled)

Attachment: (unfilled)

Job application letter for position as secretary

*Application for position as secretary*

149 East 56th Street,  
Chicago, Ill.,  
December 1, 1923.

Mr. Ralph Hodge,  
Boone & Co.,  
2000 So. Michigan Ave.,  
Chicago, Ill.

Dear Sir:

This is in answer to your advertisement for a secretary. I have had the experience and training which would, I think enable me satisfactorily to fill such a position. I recognize, of course, that whatever my experience and training have been they would be worse than useless unless they could be modified to suit your exact requirements. (Here set out the experience.)

The lowest salary I have ever received was twelve dollars a week, when I began work. The highest salary I have received was thirty dollars a week, but I think that it would be better to leave the salary matter open until it might be discovered whether I am worth anything or nothing.

Very truly yours,  
(Miss) Mary Rogers.

*More Free Templates & Sample Letters at [onlinejobwatch.com](http://onlinejobwatch.com)*

letter format when writing your letter.

Include your contact information at the top, the date, and the employer's contact information. Be sure to provide a salutation at the beginning, and your signature at the end.Sell yourself.

Throughout the letter, focus on how you would benefit the company. Provide specific examples of times when you demonstrated skills or abilities that would be useful for the job, especially those listed in the job posting or description. If possible, include examples of times when you added value to a company. Numerical values offer concrete evidence of your skills and accomplishments.

Use keywords. Reread the job listing, circling any keywords (such as skills or abilities that are emphasized in the listing). Try to include some of those words in your cover letter. This will help the employer see that you are a strong fit for the job. Keep it brief. Keep your letter under a page long, with no more than about four paragraphs. An employer is more likely to read a concise letter. Proofread and edit. Employers are likely to overlook an application with a lot of errors.

Read through your cover letter, and if possible, ask a friend or career counselor to review the letter. Proofread for any grammar or spelling errors. This is a job application letter sample. Download the letter template (compatible with Google Docs or Word Online) or read the example below. @ The Balance 2020 Elizabeth Johnson12 Jones StreetPortland, Maine 04101555-555-5555elizabethjohnson@emailaddress.comAugust 11, 2020Mark SmithHuman Resources ManagerVeggies to Go238 Main StreetPortland, Maine 04101Dear Mr. Smith,I was so excited when my former coworker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. A long-time Veggies to Go customer and an experienced admin, I would love to help the company achieve its mission of making healthy produce as available as takeout.I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills. I've attached my resume for your consideration and hope to speak with you soon about your needs for the role.Best Regards,Elizabeth Johnson (signature hard copy letter)Elizabeth Johnson When you are sending your letter via email include the reason you are writing in the subject line of your message: Subject: Elizabeth Johnson - Administrative Assistant Position List your contact information in your signature, rather than in the body of the letter: Sincerely,Elizabeth Johnson555-555-5555email@emailaddress.com Review more examples of professionally written cover letters for a variety of circumstances, occupations, and types of jobs. Thanks for your feedback!