

Sample Letter of Application

June 15, 2011

Ms. R.B. Posnanski, Manager
Wildlife Unlimited
2400 Hartford Avenue
Berlin, WI 54232

Dear Ms. Posnanski:

Please consider me an applicant for the clerical assistant position advertised in last Sunday's *Journal Sentinel*.

My high school coursework in business, which included word processing, accounting, and computer studies, has prepared me for an entry-level position. Enclosed is my resume that lists my education, experience, and skills.

My long-range goal is to work in an office where I can accept increasing responsibilities and advance toward a position as an administrative assistant. I gained valuable knowledge and experience in my high school classes and while working at Walmart in Berlin, Wisconsin.

Please call me to set up a time for an interview. I can be reached at (920) 123-4444.

I look forward to hearing from you.

Sincerely,

Kelly A. Thomas

Kelly A. Thomas

Enclosure: resume

Sample Resume

KELLY A. THOMAS

234 Elm Tree Road

Berlin, WI 54232-4232

(920) 123-4444

CAREER OBJECTIVE

Office or accounting clerk position with the opportunity for advancement to administrative assistant.

EDUCATION

2006-2010 Berlin High School, Berlin, Wisconsin (GPA 3.33)

Major Course of Study: Business and Accounting

Relevant Coursework

Word Processing, Database Applications, Business Law, Accounting I and II, Communications, Personal Finance

Relevant Skills

Typing (70 wpm), Word Processing, and Spreadsheet Applications

Extracurricular Activities

Member: Future Business Leaders of America, 2009

Competitor at regional skills event in accounting

French Club

Recognition

Received highest attendance award in high school (missed 1.5 days out of 4 years).

WORK HISTORY

Cashier, Walmart, Berlin, Wisconsin (six months, part time)

Greet customers, operate cash register, and balance cash register.

Material Handler, Jesse Jackets, Oshkosh, Wisconsin (summer help)

Check garments for mistakes or flaws and fix them, take garments to appropriate departments.

Office Assistant, Berlin High School, Berlin, Wisconsin (one year, part time)

Work in the front office included helping new students get to classes, answering the telephone, running errands, typing forms, and calling parents.

REFERENCES

Provided on request