

(This is an example of an application/introduction letter)

Johnson J. Citadel

MSC 1234, The Citadel
Charleston, SC 29409
843.953.0000

123 Main Street
Anywhere, SC 01234
012.345.6789

E-Mail: Name@Citadel.edu

October 21, 2009

Ms. Elaine Crooke
EYS
600 Tree Street, N.E., Suite 50
Anywhere, US 12345

Dear Ms. Crooke,

In May 2010, I will graduate from The Citadel with a Bachelor of Science degree in Accounting. I am writing to you because I am very interested in the position of auditor with EYS. The position fits well with my education, experience and career interests.

Your position requires a great deal of knowledge of accounting, strong interpersonal skills and superb leadership qualities. With a major in accounting, I have received training in all of the major accounting disciplines. My practical experience as a striker with Henry J. Lee Distributors gave me the valuable exposure to inventory control and accounting procedures used in managing inventory. Also, I have held several leadership positions at The Citadel, on the football team and within my fraternity. I have been a cadet rank holder in the Corps of Cadets and am presently a member of the Student-Athlete Advisory Committee. The Committee meets directly with the president of The Citadel and our goal is to make the school a better source of leadership training and teamwork for the athletes and other students as well.

My background and career goals match your job requirements well, I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the opportunities with EYS. Your firm has an excellent reputation and comes highly recommended.

Would you please consider my request for a personal interview to further discuss my qualifications? I plan to visit the Anywhere area soon and would greatly appreciate the opportunity to meet with you while I am there. I will contact you within the next 10 days to confirm receipt of this letter. Should you need to reach me, please feel free to call me in the afternoon at 843.953.0000, or via EMail: Name@Citadel.edu.

Thank you for your consideration and I look forward to speaking with you soon, Ms. Crooke.

Sincerely,

Johnson J. Citadel
Accounting Senior
The Citadel