

(This is an example of an application letter)

Evan E. Citadel

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Charleston, SC 29409
843.953.0000

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City, State Zip
123.456.7890

E-Mail: Name@citadel.edu

February 15, 2010

Ms. Susan Johnson
Director of Human Resources
Anywhere County Schools
75 Simple Street
West, US 01234

Dear Ms. Johnson,

This letter is to serve as an application for the position of *French Teacher* which was advertised on February 10 with The Citadel Career Center. I am currently a senior at The Citadel and will graduate in May with a Bachelor of Arts in Education and French.

I have spent two summers in France as a cultural exchange student, and am very familiar with the French language, culture and way of life. Please note that my experience working with children ranges through many different age levels. I am excited to share my love for French with students.

My resume is enclosed for your consideration. I would appreciate a few minutes of your time to further discuss my qualifications. I will call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to call me at 843.953.0000.

Thank you in advance for your assistance and cooperation. I look forward to talking with you soon.

Sincerely,

Evan E. Citadel