

Application Letter – Sample #1

P.O. Box 1234  
Camp Verde, AZ 86322  
October 29, 2018

Pride Staff  
928 Switzermesa Avenue  
Scottsdale, AZ 82596

Ladies and Gentlemen:

Please consider me a valuable applicant for the Financial Service Representative position you advertised in the November 2, 2018 issue of the Verde Independent. The high paced, friendly, and educational environment is exactly what I am looking for.

I am a student at Camp Verde High School and I am looking to soon start college courses at Yavapai Community College, getting me closer to my goal of becoming a corporate attorney. I am a fast paced, reliable, and friendly job candidate willing to do my best always.

If given the opportunity to join your team, I assure you that you will not be disappointed. Please contact me at 928-567-1234, or you may also reach me at 928-555-5678, in order to discuss my qualifications that make me a potential team member. Thank you for your time and consideration and I look forward to meeting you.

Sincerely,

John A. Smith

Enclosure: Resume