

LETTER OF APPLICATION WITH RÉSUMÉ

201 West Fifth Street
Dayton, Ohio 45402
September 27, 2001

Mr. David Martinson
Director of Personnel
Make-Rite Corporation
111 South Main Street
Toronto, Ohio 45611

Dear Mr. Martinson:

This letter is to inquire about the possibility of employment as a secretary with your company.

I have had two years experience as a clerk/typist in an office similar to yours. In addition, I have completed a secretary training program at Sinclair Community College. Enclosed is a copy of my résumé for your review.

In a few days I will be stopping by your personnel office to complete an application for employment. I will be happy to take a clerical skills test at that time and also hope for a personal interview. I look forward to meeting you or a member of your staff at that time. Thank you.

Sincerely,

Jane Robinson

Enclosure: résumé

SAMPLE RÉSUMÉ

John Miller Campbell, 543 Takeany St., Pinto Island, Ala. 12345. 987-654-3210.

I. WORK EXPERIENCE

Shipfitter. Deep South Shipbuilding Inc., Coastline, Ala. Steel fitting in marine construction. Layout from blueprints, burning, welding, precision grinding. Production and use of templates. August 1966–July 1990.

Automobile Mechanic. Ben Took Ford Inc., Charlotte, N.C. General auto mechanics, including warranty maintenance, drive train, transmission diagnostics and rebuilding, electrical repairs, complete brake overhauls. February 1963–August 1966.

II. EDUCATION

Charles Mason High School, Masonville, Va.

Graduated with Mechanical Arts Certificate, 1959. 4-H Club; captain of football team, 1959.

U.S. Navy Mechanical School, San Marcos Naval Air Station, Conway, Ca.

Received Flight Maintenance Technician Certification, 1960.

III. MILITARY

U.S. Navy, San Marcos Naval Air Station, Conway Calif., Flight Maintenance Crew.

Flightline general maintenance and repair of F-16 and Tomcat aircraft.

IV. PERSONAL

Born Masonville, Va., May 15, 1941. Married, Sarah Mason Campbell.

Three children: Martha 22, Dwight 20, Elizabeth 16.