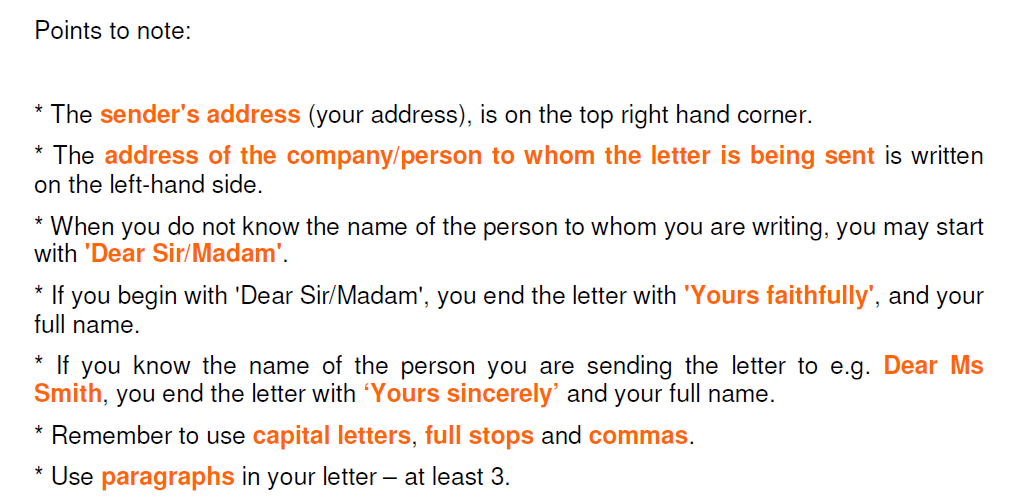
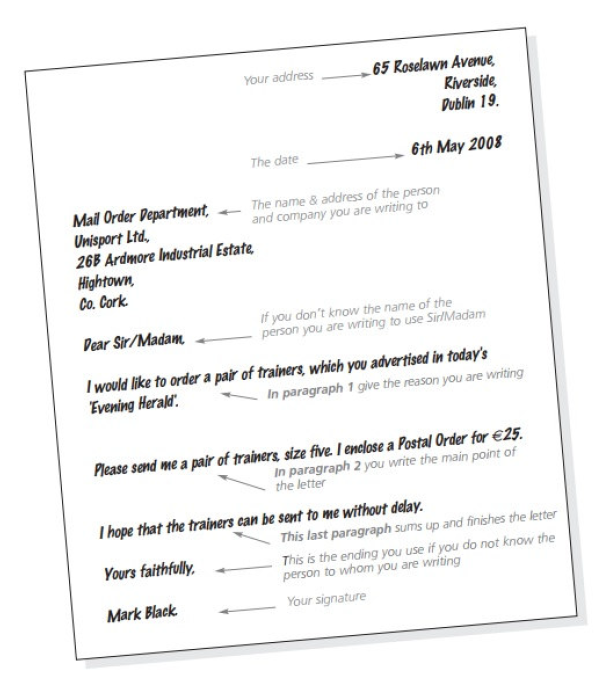
**WRITING**

**FORMAL LETTERS**







**Applying for a job: Letter format example**

George Gilhooley

87 Delaware Road

Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the Times Union.

As requested, I am enclosing a completed job application, my certification, my

resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my

strong technical experience and education will make me a very competitive

candidate for this position. The key strengths that I possess for success in this

position include:

• I have successfully designed, developed, and supported live use applications

• I strive for continued excellence

• I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full

life cycle of a software development project. I also have experience in learning and

excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@gmail.com or my cell

phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you

about this employment opportunity.

Sincerely,

John Donaldson