

ITK 191

Assignment – Job Application Letter

Point Value: 30

Job Application Letter

Scenario:

You are applying for a full-time position, based on your upcoming graduation.

Locate a position announcement, help wanted ad, etc. which represents a position you will apply for.

Requirements:

1. Write an application letter to apply for the selected position.
2. Your application letter should direct the reader to relevant items in your resume.
3. Your application letter must adhere to the points covered in class lectures.

What to turn in:

Your letter of application – appropriately formatted, printed and signed as if you were ready to insert it into an envelope for mailing.