

Letter Openings: Good and Bad

1. After recently paying a parking ticket at the Court House, I noticed an ad on the bulletin board for an opening in the probation department.
2. I recently read of your opening for a field geologist. One of my professors, Dr. R. D. Loner, worked for you, and claims that your company was beneficial to her career. My taking the position would be a great opportunity to advance my career in geology.
3. I have spent many summer vacations hiking and camping in Yosemite National Park, and would like to return to the park as an employee.
4. Please consider my application for the business-oriented programming position advertised in the Boston Globe. I will graduate in May from Eastern University, with a B.S. in Electrical Engineering Technology.
5. Texaco is a very important leader in the development and distribution of the world's energy resources. Would your company have a place on its R&D team for a mathematician with experience in computer programming?
6. While attending Eastern University, I have closely followed your company's financial statements, and have become highly interested in your sales growth. Therefore, when Roberta Lowny, Vice-President of Sales for Bando Sportswear, informed me of an opening in your fabric sales division, I decided to write immediately.
7. Does your company have a summer position for a student determined to become a technical writer? If so, I think you will find me qualified.
8. I am applying for a position as a computer clerk. Most of my programming experience has been with PASCAL. I have experience programming in a variety of languages. I was referred to you by Chris Mather, who is employed as a computer clerk in your firm. His interest and enthusiasm encouraged me to write.