

WRITING YOUR APPLICATION LETTER OR STATEMENT OF INTEREST

Your Application Letter tells an employer what position you are applying for, why you are interested in that position, and what specific skills you have that would enable you to do a good job. The letter should help you focus your thoughts on why you want a specific job and aid co-op faculty and the employer in understanding your abilities and your motivation for wanting the job. Make the letter specific to the job, and frame it to highlight some aspects of who you are. Questions to ask yourself include:

- What are my goals in pursuing this job?
- What makes me a good match for this organization?
- What are my strengths, skills, and talents?
- What can I gain from this co-op?

A letter should be limited to one page and should be professionally presented. It should be revised--not a first draft. **Don't forget to proofread and spell check. Never send a letter with spelling or grammar errors.** You may depart from the format presented below, but it is important to understand the function of a Application Letter. Here is the basic description:

Date

Name of Person

Name of Employing Organization

Address

City and State

Dear Name:

State the position for which you are applying. Describe briefly the job as you have researched it and why this co-op opportunity interests you. This portion should guide the employer's interpretation of your résumé. Items you might consider including are that you will be exploring a career or an interest, using skills you already have in a new environment, or observing and participating in a particular organization or setting

Explain why you believe you could perform the job well and what contributions you could make to the organization. Use this paragraph as an opportunity to expand on skills and experiences listed in your résumé, and add information about yourself that is relevant to this job. You might cite specific coursework, describe previous job experiences or state specific skills and abilities

Indicate how this work experience can contribute to both your short- and long-term educational goals. Include the dates you are available for full time work. These dates are a commitment. These should be the established semester co-op dates unless special arrangements are to be negotiated.

Sincerely,

Your Name (four lines between Sincerely and your name)