Guided Outline for an Application Letter of Interest

I. Describe the position you are applying for very briefly. (This helps the person reading the letter connect your letter with one of the many positions he or she oversees.

A. Where did you hear about the position? (Where you heard about the

position is important to organizations. They want to keep track of outreach methods.) (If you heard it from a person, first ask that person if you can mention her or his name in your letter. You might also ask if that person would recommend you for the position.

II. Describe a little of what you know about the organization. (You can get a lot of this kind of information from the organization's website. Be sure you use your own words and manner of communication.)

A. If the position you are applying for has a specific focus, include that focus in

this second section. If you have a special interest in the position, explain your interest.

III. Describe your skills and "soft skills" and link them to specifics of the position, if possible. Don't be afraid to seem *a little* like boasting, that's what this is for. Be sure to be factual, you might have to show those skills at an interview.

A. Skills include the ability to do things, like accounting or surveying, including

computer applications you use well, or are learning.

B. Using equipment is a skill, like running a backhoe or using a 10-key pad. Soft

skills include personality aspects like ability to work in a team, being good with numbers, love to learn, work ethic, and others that fit the position.)

IV. Experience relevant to this position. (Save the details, your resume will be attached.)

A. Highlight your experience that directly matches the requirements of this

position.

B. Briefly explain why if it's not obvious.

V. Final paragraph: Thank you for your ... . I look forward to ... .

Sincerely,

Your name