

SAMPLE APPLICATION LETTER

2340 University Avenue
Green Bay, WI 54311

September 22, 200X

Jacqueline C. James
Program Director
Fox Valley Autism Center
309 De Witt Street
Appleton, WI 54911

Dear Ms. James:

After reading the Family Advocate listing available with Fox Valley Autism Center on the Career Services' Phoenix Recruitment On line, I have become quite interested in this position. A senior at the University of Wisconsin-Green Bay, I will complete my Bachelor's Degree in Human Development in May 20XX. The prospect of joining your staff in this role would be a welcome and exciting challenge.

Over the past semester, I have had the opportunity to participate in an internship with the Wisconsin Early Autism Project. This involved working one-on-one with autistic children on cognitive and behavioral issues, and participating in staff meetings to review therapy plans. Through this experience, I have demonstrated the ability to work independently as well as become a valued team member. In addition to my internship, my communication and leadership skills have been cultivated through my extracurricular involvement and conducting class group projects and presentations. Through this combination of skills and experience, I am confident that I could be an asset to your staff in the Family Advocate position.

My resume is enclosed for your review. If you have questions or wish to arrange an interview, I may be reached at (920) 639-XXX. Thank you for your time and consideration.

Sincerely,

Lisa J. Hall

Lisa J. Hall

Enclosure: Resume