

Sample Job Application Letter

Jane Doe

PO Box 123, Davidson, North Carolina 28036
(704) 123-4567, jadoe@davidson.edu

March 16, 2008 ← (include the current date)

Mr. Josh Wells ← (Include a specific contact name, company name and address)
NASCAR NEXTEL Cup Series
10115 Kincey Avenue, Suite 210
Huntersville, North Carolina 28078

Dear Mr. Wells: ← (Use a colon after the greeting)

I am applying for the Event Coordinator position advertised on Davidson College eCareers. I am excited about the opportunity to work with NASCAR, the premier motor sports organization.

Due to my appreciation for innovative new approaches, I am drawn to NASCAR, Inc. which leads the sports industry in creative marketing. Affiliating with Nextel as NASCAR's primary series sponsor would provide extraordinary exposure to fan-centric marketing. It is clear that through the application of excellent communications skills, attention to detail, and effective event marketing that the Nextel Direct Challenge will be successful. My previous marketing experience and skills combined with my love of travel make me the ideal candidate to implement this new marketing approach.

I would bring to the position direct experience with the scheduling and logistics of events as well as the ability to communicate well both in writing and orally. As the Social Chairman for my eating house at Davidson College, I planned all social activities for a house of 150 members. The largest event was our Spring Formal. Implementing this event required contacting local businesses to find a suitable location for the event, speaking with caterers to plan the meal, contracting a disc jockey to provide entertainment, arranging safe transportation to and from the event for all attending, and managing a \$10,000 event budget. During my time at Davidson, I served as the Secretary of the Student Government Association. I took accurate and precise minutes at Executive Committee and full-body meetings, typing and distributing them to all members. During meetings, I read minutes and made reports in front of the organization in a succinct and professional manner.

Attached you will find my resume which will illustrate my qualifications for this position. I am eager to meet you and discuss how I might best contribute to NASCAR, Inc. I will call you next week to be sure you have received my cover letter and resume.

Sincerely, ← (Include a closing and 5 spaces for your signature)

Jane Doe

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