

# Letter of Introduction

# Purpose

- To introduce you to prospective employers and colleges.
- Should be both personal and informative and spotlight best work.

# What to Include:

- Why you are interested in the position/business/college (if you do not have a particular position/business/college in mind, choose one that might interest you).
- Your career aspirations and goals.
- The skills and abilities that would make you successful in a particular career or at a particular college.
- Why this business or college should select you.

# Format:

- No longer than one single spaced, typewritten page. Be sure that it is typed neatly and is both grammatically correct and free of spelling errors.
- Use business letter format.

# Job Application

- Dress to impress even when picking up a job application.
- Neatness counts
- Do not cross out responses

# Info Needed:

- Mother's Maiden Name
- Previous address if you have moved recently.
- Illnesses or health problems you have had.
- Dates of last physical or vaccination.
- Availability