

LETTER OF APPLICATION WITHOUT RÉSUMÉ

1235 North Clauson Street
Detroit, Michigan 48092
February 6, 2001

Mrs. Delila Callahan
Director, Up and Out
201 West Fifth Street
Dayton, Ohio 45402

Thank you, Mrs. Callahan...

for allowing me this opportunity to introduce myself. I am John DeWitt and I am presently employed as a counselor with a mental health unit for the state of Michigan. As a native of Dayton, however, I am eager to return to the Dayton area, and I write to request consideration for employment with your agency.

For six years I have been in vocational rehabilitation. I have had a broad range of vocational experiences in a wide variety of settings. My involvement with community outreach and education, employer contact and development and public relations activities—as well as my ability to work effectively with a variety of client populations—would bring to your agency the mature expertise of an enthusiastic individual with a proven track record.

At your request, I would be happy to provide you with a more detailed résumé of my past experience and a list of personal and professional references. Additionally, by prior arrangement, I am available for a personal interview at your convenience.

Your reply to my correct address above or 415-778-5642 is solicited and appreciated. I am anxious to learn more about your agency and its work—so please write or call today! Let's get together and talk about what I can do for you and your clients.

Than you for your kind consideration.

Sincerely,

John DeWitt