



HANDOUT 2 Job Application Letter

Write your letter in business-letter format. Each letter must contain four paragraphs following the outline below:

1. Truth Statement

Tell the truth about your role in social studies class, including any specific information from the following list:

- a. Attendance
- b. Class participation
- c. Class disruption
- d. Test and quiz effort
- e. Homework completion
- f. Class preparation
- g. Class rules
- h. Good notes
- i. Neat and organized

2. Qualifications

- a. Why do you want the job?
- b. Why are you qualified?

3. Future plans

- a. How will the mini-economy benefit you?
- b. How will this class benefit you?

4. Summary

- a. Summarize your best points.
- b. Restate why you should be considered for the job.