

THE LETTER OF APPLICATION

Study the following letter of application. Use it as a model for a real or imaginary letter of your own. This letter uses the older still widely used *indented format*:

2846 Pinecone Corners
Alliance, Ohio 44601
February 9, 1985

Ms. Lydia Daniels
Director of Personnel
Reliable Accountancy
7860 East Huron Drive
Chicago, Illinois 60616

Dear Ms. Daniels:

Having studied accounting for four years and practiced tact for twenty-four, I could be the "tactful auditor" for which you advertised in the Journal of Accountancy (April issue).

As an accounting major, I especially liked Auditing Theory and Practice. In it, I could see specific application of principles encountered in my human relations and psychology classes. Social scientist's research findings were thoroughly evident in our auditing discussions of autocratic, custodial, collegial, and supportive leadership styles.

Questions about leadership and motivation seemed to recur throughout the course: What really motivates executives? Why are auditors actually feared at so many levels? How can those fears be overcome? How can an ego be salvaged? The professor's most frequent admonition was "Consider the human element." That element was the focus of my term report in auditing, "Auditors Consider Egos."

This report gave me an opportunity to apply principles of organization, human relations, and clarity as learned in Business Report Writing. It taught me how such techniques as a third-person approach, positive language, and the subjective mood could be used to get ideas across to executives without offense.

Working with executives has been part of my responsibilities as a part-time assistant in Globe-Howell, Inc., for the past four months. Working with auditors, cost accountants, and tax accountants, I came to appreciate seasonal necessities for working long and irregular hours, keeping information confidential, trying to be right the first time, listening carefully, and getting along with others.

References on the enclosed sheet have said they would be glad to comment on my knowledge of accounting and my relationships with others. Whether you want to call or write, I welcome a chance to discuss the “tactful auditor” job with you.

Sincerely yours,

Lloyd Bernanos

Enclosures: Résumé
References