

Letter from an Older Worker Applying for a High-Tech Position

This package contains:

1. Instructions & Checklist for Writing a Letter from an Older Worker Applying for a High-Tech Position
2. Letter from an Older Worker Applying for a High-Tech Position

Instructions & Checklist for a Letter from an Older Worker Applying for a High-Tech Position

- This package contains: (1) Instructions & Checklist for a Letter from an Older Worker Applying for a High-Tech Position; and (2) Letter from an Older Worker Applying for a High-Tech Position

- This form is designed to assist an older worker in drafting a letter to a company to apply for a high-tech job opening.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 6, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am applying for the currently advertised position of [Job Title] at [Name of Company]. I know a good deal about the fine work done at your firm, and I believe I am an excellent fit for this job.

- I have extensive experience in [Specific technology involved].
- [Here briefly describe accomplishments, i.e., *I have successfully designed/ developed/ live use applications, supervised teams working on.....etc;*]
- [Here provide a brief statement on your education, i.e. *With my BS degree in computer science. I have complete mastery of the full life cycle of a software development project.*]

I am enclosing my resume, and look forward to the opportunity to meet with you to discuss my qualifications for this interesting employment opportunity.

Thank you considering my application.

Cordially,

[Your Name]

Enclosures