

# Chapter 15—The Job Search

Apply for a specific job.  
Refer to source of information  
about the job.

Provide main qualifications  
that satisfy reader's main needs.  
List personal characteristics  
that function well in the  
workplace.

Maintain the "you" attitude  
throughout.

Refer to your résumé.

Explain how the  
reader can contact you.

**Vaughn Thomas**  
59 Caribou Road  
Toronto, Ontario  
M5N-2A4  
(416) 555-5761

March 29, 2005

Terry McGillvary  
Documentation Department  
Telstar Corporation  
Ottawa, Ontario  
K1J-8Y7

Dear Terry McGillvary,

I would like to apply for the job of Documentation Specialist advertised in the *Ottawa Citizen* on March 11, 2005. A Telstar employee, John Sutherland, mentioned that you are looking for a qualified candidate to fill this position.

As an experienced Technical Writing instructor, I have the type of qualifications that would make an effective employee. For three years I worked at Northern College and taught 25 English and Technical Writing courses to over 600 students in a variety of technical programs. The writing and teamwork skills this experience developed could be an asset to your Documentation Department during Telstar's busy release cycles.

For the last two years I worked as a Technical Writer for the Department of Medical Education at the Princess Margaret hospital in Toronto. The guides I created there used the same documentation conventions that you use in Telstar's manuals. Furthermore, the articles I published in academic journals gave me the skills that your writers must have to research the competition effectively. Since I have generated a lot of teaching material at the hospital, perhaps you can use me in your training department to conduct writing workshops.

The position of Documentation Specialist at Telstar would be a great opportunity to begin a satisfying full-time career in Ottawa. If you have any questions about my enclosed résumé, or if you would like to speak to me personally, please feel free to contact me by phone at (416) 555-5761, or by e-mail (thomas005@ yahoo.ca). I hope to hear from you soon.

Sincerely,

*Vaughn Thomas*

Vaughn Thomas

Enclosure: Résumé