

# Sample Job Application Form Letter

## Personal Information

- **Full Name:** John Doe
- **Address:** 456 Maple Avenue
- **City/State/ZIP Code:** New York, NY 10001
- **Phone Number:** 0918-456-7890
- **Email Address:** johndoe@example.com

## Education

- **Current College/University:** University of Baguio
- **Degree Program:** BS in Information Technology
- **Year (e.g., Sophomore, Junior):** Junior
- **GPA (if applicable):** 3.5

## Work Availability

- **Are you currently enrolled full-time or part-time?**  Full-Time  Part-Time
- **Available Work Hours:** Weekday evenings and weekends
- **Do you have a work-study authorization (if international)?**  Yes  No

## Work Experience

- **Previous Job or Internship:**
  - **Job Title:** IT Support Intern
  - **Company:** Tech Solutions Co.
  - **Dates of Employment:** April 2023 - August 2023

## Skills and Certifications

- **List any relevant certifications, technical skills, or proficiencies:** CompTIA A+ Certification, Python programming, and web development

## Short Essay

- **Why are you applying for this position?** (100–200 words)  
I am applying for this position because I am eager to apply my technical skills in a real-world setting while contributing to your organization's goals. I believe this opportunity aligns with my career aspirations and will help me develop professional relationships and hands-on experience in the tech industry.

## References

1. **Name:** Ms. Anna Reyes  
**Relationship:** Academic Advisor  
**Contact Information:** anna.reyes@university.edu / 0918-654-3210
2. **Name:** Mr. Michael Lee  
**Relationship:** Former Supervisor  
**Contact Information:** michael.lee@techsolutions.com / 0917-765-4321

**Applicant's Signature:** John Doe

**Date:** 12/29/2024