

# Example Letter of Application

(This is an example of information you should include in your own letter of application – you can download this document and customize)

Name  
Street  
City, State ZIP

[Date]

Jennifer Perry MS, BSMT (ASCP)  
Clinical Laboratory Sciences Department  
Marshall University  
One John Marshall Drive  
Huntington, WV 25755

Dear Professor Perry:

Please accept my application for admission to the Marshall University Medical Laboratory Technology (MLT) program in fall, \_\_\_\_\_ (year).

I have completed a total of \_\_\_\_\_ credit hours of college level academic work with a grade point average of \_\_\_\_\_. A copy of my academic transcript(s) have already been submitted to the Office of the Registrar for processing so that they can be reviewed by the CLS program admissions committee. I have earned \_\_\_\_\_ credit hours at Marshall University.

My academic work has included \_\_\_\_\_ credit hours of courses listed in the MLT – MLS curriculum, and I have enclosed a summary of that work.

I am providing the following information in support of my application:

Two letters of reference from \_\_\_\_\_ and \_\_\_\_\_, (indicate how each person knows you and can judge your ability to succeed in the academic program). I am a good candidate for admission to the (MLT, MLS, CYT) program because....  
\_\_\_\_\_ (your statement may require an additional page).

The address and telephone number where I want notification of admission into the (MLT, MLS or CYT) program sent in June, \_\_\_\_\_ (year) (if different from the return address above) is:

Email address:  
Telephone #:  
Address  
City, State, Zip  
Email address

Sincerely,

[Your signature]  
[Your name & student 901 number]