**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]