

JOB-HUNT CORRESPONDENCE

Letter of Application/Cover Letter

- * Address each letter to a particular person, otherwise use Dear Sir or Madam or to Whom it may Concern.
- * Identify the position for which you are applying and how you learned about the position and the firm.
- * Describe your main qualifications.
- * Refer the reader to the enclosed resume.
- * Request the next step in the employment-personal interview, an answer to your letter, etc.
- * Be sure to sign the letter.
- * Indicate you will follow-up with a phone call.

Thank-You Letter

- * Convey gratitude for time spent in the interview.
- * Restate your interest and qualifications.
- * Indicate you will follow-up with a phone call.

Letter of Inquiry of Application Status/Follow-Up Letter

- * Request status of application.
- * Recap history of your application.
- * State why you need clarification of status of application.
- * Indicate you will follow-up with a phone call.

Letter of Acceptance

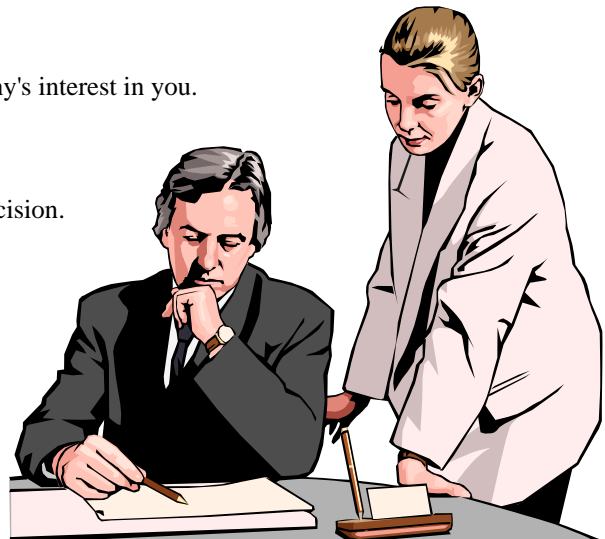
- * Accept the offer, confirm position, salary, and starting date.
- * Tell your travel plans and anticipated arrival date.
- * Express your appreciation and your pleasure in joining the company.

Letter Declining Offer

- * Decline offer.
- * Express your appreciation for the offer and the company's interest in you.

Follow-Up to Rejection

- * Acknowledge receipt or knowledge of employment decision.
- * Express thanks for their consideration.
- * Keep future prospects open.



Cover Letters

Cover or application letters should always accompany your resume when you're not distributing it in person. You should compose an original letter for each employer.

Important parts of the letter:

1. **GREETING**: Address each letter to a particular person. If you don't know the person's name, call the company or check out the web page. If you don't have a name, address it Dear Sir or Madam, or To Whom It May Concern.
2. **INTRODUCTION**: State why you are writing and the position for which you are applying. Mention your source of job information (newspaper, Internet, personal referral.)
3. **SPECIFICS**: Describe your qualifications for the position. Include past and current experiences, education, training, course work etc. Include special skills and abilities and give examples of your accomplishments.
4. **CLOSING/FOLLOW-UP**: Refer the employer to your resume which further qualifies you. Suggest a follow-up, preferably an interview. You might indicate that you will be calling to determine the status of your application or inquiry. Take responsibility for checking on your correspondence within a few weeks.

Tips on Writing a Cover Letter

- Each letter of application should be an original word-processed letter. Duplicated letters are not appropriate.
- Use simple, direct language and correct grammar.
- Your letter should be flawless.
- A single page letter with only a few paragraphs is all that is necessary. It should be about seven sentences.
- Standard business letter format should be used. The letter should be centered on the page with equal margins on the sides.
- Use quality bond paper 8 1/2 x 11, either white or in a color matched to your resume.
- Keep a copy for future reference.



Cover Letter #1

45 Main Street
Grover, Connecticut 06255
March 1, 2004

Mrs. Cynthia Smith
FBI Academy—NCAVC
Quantico, Virginia 22135

Dear Mrs. Cynthia Smith:

I wish to be considered for the National Center for the Analysis of Violent Crime Non-paid Internship program with the Federal Bureau of Investigation, which was advertised on your web page.

In May of 2003, I will have completed an undergraduate degree in Criminal Justice with a minor in Psychology from Anna Maria College. Through my major area of study, I have gained experience with computers and have developed my writing and analytical skills.

In addition to my education at Anna Maria College, I have been involved with several community service projects, such as the Heifer Project International, the Walk for America, and other programs to help needy families. With my interest and background in Criminal Justice, as well as my dedication to leaving an impact on society, I have developed the skills that will be needed to be involved in this internship program.

Enclosed please find my resume which further outlines my background. I will call you within the next week to answer any questions you may have. If agreeable I would like to arrange an interview.

Sincerely,

Mary P. Jones

Mary P. Jones

Cover Letter #2

Anna Maria College
50 Sunset Lane
Box #615
Paxton, Massachusetts 01612
October, 30 2003

Human Resource Department
EMC University Recruitment
5 Technology Drive
Milford, Massachusetts 01757

Dear Sir or Madam:

From my research on you web site, I became interested in applying for an entry-level position in your marketing department.

In May, I will have completed an undergraduate degree in Business Administration with a concentration in Management Information System from Anna Maria College. Through my major area of study, I gained knowledge in the areas are of marketing, and computers. For example, I created two web sites incorporating animation, Paint Shop Pro, Java, and programming. In addition to this, I have had experience in the business field, and have also worked as a tutor for junior high school students. I am also fluent in Japanese and English.

Enclosed please find my resume, which further outlines my background. I would welcome the opportunity to meet with you to discuss the possibility of employment at EMC.

Sincerely,

Maria Elias

Maria Elias
(508) 663-4091
Melias203@hotmail.com

Cover Letter #3

50 Sunset Lane Box 520
Paxton, MA 01612
March 5, 2004

Mr. Henry Smith
Director of Human Resources
Munson Cable Corporation
125 Goddard Memorial Drive
Worcester, MA 01603

Dear Mr. Smith,

Recently I spoke with Judi Sparanges, the Director of Career Services at Anna Maria College. She suggested that I contact you in reference to the PC Computer Support position currently available with your company.

I believe I am particularly well qualified for this position. In May, I will have completed an Undergraduate degree in Business Administration, with a concentration in Management Information Systems, from Anna Maria College. My technical expertise includes over three years with Lotus Smart Suite at Allmerica Financial and Anna Maria College. My Help Desk experience, which included installing and upgrading different software packages, assisted me in advancing my career at Allmerica.

My resume is enclosed which further outlines my qualifications. I will call you within the next week to answer any questions you may have. If agreeable, I would like to arrange a mutually convenient time for an interview.

Sincerely,

Peter S. Jennings

Peter S. Jennings

Thank You Letter

☆ Always send a thank you letter after a job interview!

Beverly Jones
26 Long Rd.
Worcester, MA 01610

May 14, 2004

Sean Franklin
Personnel Manager
Good Buy Clothes
9 Dunn Park
Hanaford, Pennsylvania 03962

Dear Mr. Franklin:

Thank you for taking time to share details with me about the Assistant Buyer's position at Good Buy Clothes.

After talking with your staff and further investigating your well-established company, I am eager to reaffirm my interest in the position. My familiarity with the product line, and my considerable retail sales experience, make me a qualified candidate for the job.

As we discussed in the interview, if I have not heard from you by May 20, I will call you to determine the status of my application.

Sincerely,

Beverly Jones

Follow-Up Letter

Quite often a prospective employer does not get back to you within the stated time frame that she/he specified to you. It then becomes your responsibility to initiate follow-up correspondence.

48 Smith Road
Paxton, MA 01612

June 20, 2004

Robert Carleton
College Recruiter
Ace Computers, Incorporated
66 Belleview Street
Tinset, Maryland 21103

Dear Mr. Carleton:

On May 10, I interviewed with you for the position of Analyst Trainee with Ace Computers, Incorporated. At that time you indicated that I would be hearing from you by June 5. I am very interested in the position, but also considering other job prospects. I am eager to know the status of my application.

I have enclosed my updated resume. I will call you next week to determine the status of my application.

Very truly yours,

Jeff Sawdell

Jeff Sawdell

Acceptance Letter

- ☆ After a written or verbal job offer, a formal, written acceptance letter is appropriate

39 Grove Street
Paxton, MA 01612
June 21, 2004

Sandra Mitchell
Director of Social Services
Mid-Massachusetts Medical Center
Cushman Way
Waltham, Massachusetts 01402

Dear Ms. Mitchell

It is with pleasure that I accept the position of Medical Social Worker at Mid-Massachusetts Medical Center at an annual salary of \$28,500. Your consideration and efforts on my behalf were greatly appreciated.

As we discussed last Friday, when you presented the offer, I will be reporting for work on Monday, July 23 in the social services department.

I look forward to working with you and the staff and continue to be excited about my new responsibilities at Mid-Massachusetts Medical Center.

Sincerely yours,

Jack Foster

Jack Foster

Declining an Offer

- ☆ Be prompt in responding to an employment offer, especially if you are declining.

42 Pleasant Street
Worcester, MA 01613
February 15, 2004

Helen Carter, Vice President
Graphics Design Incorporated
6 Chestnut Street
Portsmouth, New Hampshire 03554

Dear Ms. Carter:

Thank you for your recent offer of employment as a Graphics Assistant with your firm. Although it was a difficult decision, I have decided to decline your offer at this time.

As you know, my primary interest has been in photography. The position I have accepted will allow me to further develop my skills specifically in this area.

Your consideration, time and efforts were greatly appreciated throughout the selection process.

Sincerely,

Bob Hagan

Bob Hagan

Follow-Up to Rejection

36 Hamilton Avenue

Paxton, MA 01612
April 5, 2004

Ross Sandler, President
New England Engineering Group
1 Bayview Plaza
Boston, MA 02122

Dear Mr. Sandler:

Having recently received notification of your decision to hire another candidate for the position of Assistant Manager, I want to convey my appreciation to you for considering me through the final interviewing process.

Because of your willingness to share your time and information with me, I learned a great deal about the New England Engineering Group and I highly regard your organization.

Perhaps we will have the opportunity to meet again. Thank you for all of your efforts on my behalf.

Sincerely yours,

Mary Smith

Mary Smith