



Job Search Letters

Correspondence You Need in
your Job Search Toolbox

Contents

- Cover Letters 2
 - Part to a Cover Letter – 3 elements:..... 2
 - Do’s..... 2
 - Don’ts..... 2
 - Constructing an Email Cover Letter 2
 - Cover Letter Example..... 4
 - Cover Letter Example..... 5
- Other Correspondence 6
 - Request for Information Meeting 6
 - Thank You Letter..... 7
 - Turndown Letter 8
 - Withdrawal Letter 9
 - Acceptance of Offer Letter 10
 - Resignation Letter 11

Cover Letters

Part to a Cover Letter – 3 elements:

1. The first paragraph tells why you are writing: identifies the employer and position by name, and conveys how/where you found the job lead.
2. The second section tells how your background, experience, and skills are related to the target job.
3. The third paragraph is your close: what do you want to happen next?

Do's

Send a cover letter with every resume you send

Address the letter to a specific person and title. If there's no name attached to the ad, look at the company web site or call them to get the name of the person you'll address the application to. Worst case scenario, say "Dear Hiring Manager" or "Dear Human Resources Recruiter".

Print each letter individually (no copies!)

Limit to one page

Sign you name

Eliminate all spelling and grammatical errors. DO NOT rely on spell check.

Don'ts

Address to a title of department, "To whom it may concern", or Dear Search Committee" (unless there is NO alternative)

Be pushy or assuming; just state your qualifications.

Mass produce; all letters must be specific to the organization and job.

Constructing an Email Cover Letter

Your cover letter is the body of the email not an attachment to an email.

Always use standard cover letter protocol. Just because it's an email doesn't mean you should abandon standard business letter writing. Make sure to include a salutation (Dear Ms. Roth) and a standard closing (such as Sincerely or Yours truly). Leave blank lines between paragraphs. Avoid using emoticons, abbreviations, wild colors, etc.

Take advantage of keywords. Use keywords pertinent to the job you are seeking, and focus on key industry buzzwords and critical skill sets.

Don't waste your subject line. Don't ever leave the subject line of your email blank. Use the subject line to entice the reader into your cover letter. If you are applying to a specific position, mention the job title for easy reference.

Justify your left-hand margins. Avoid indenting and other formatting devices because formatting is often altered in electronic transmission.

Never hit “send” without thoroughly spell checking and proofreading your email cover note. Don't just rely on your email software's spellchecker. Take the time to really proofread it. A simple typo could undermine a brilliant cover letter.

Be sure to test your message before sending it to the company. Even if you're sure your letter is perfect, send it to a friend or another one of your e-mail accounts first and check for the content and style one more time.

Cover Letter Examples follow

Cover Letter Example

NAME

Street Address
City, State Zip

Home: (XXX) XXX-XXXX

email address

Cell: (XXX) XXX-XXXX

Date

Person's Full Name i.e. Mr. Tom Jones
Title of Person
Company Name
Address
City, State, Zip

Dear Mr. Jones:

Re: Job No: 05-193, Call Center Manager

I was pleased to find your advertisement in The Gleaner for the position of Customer Service Lead in your Classified Advertising Department.

For your convenience I have included a point by point comparison of how my qualifications meet your stated job requirements.

- *Provide direction and guidance to 5 inside customer service/sales reps in a call center environment.* Led customer service with as many as 20 representatives in call center environments.
- *Must have a minimum of 3 years of sales/customer service experience.* Over 5 years of experience in customer service and sales positions.
- *Ability to handle multiple projects.* Proven track record for juggling multiple projects and completing them on time and within budget.
- *Strong communication skills.* Attained 100% customer retention through a service-first approach and frequent follow-up communications to ensure customer satisfaction.
- *College degree.* Will graduate with an Associate of Applied Science in Business Management with an Accounting Option at the Henderson Community College in December 2018.

There are other areas of accomplishment in my background that should be of interest to you. I look forward to meeting with you to discuss them further. If I do not hear from you with in the next week, I will call your office to follow-up on this exciting opportunity.

Sincerely,

Signature in Black Ink

Name
Enclosure

Cover Letter Example

NAME

Street Address
City, State Zip

Home: (XXX) XXX-XXXX

email address

Cell: (XXX) XXX-XXXX

Date

Person's Full Name i.e. Mr. Donald Duck
Title of Person
Company Name
Address
City, State, Zip

Dear Mr. Duck:

Re: Job No: 05-193, Call Center Manager

I was pleased to find your advertisement in The Gleaner for the position of Customer Service Lead in your Classified Advertising Department. For your convenience I have included a point by point comparison of how my qualifications meet your stated job requirements.

Your Requirements

Provide direction and guidance to 5 inside customer service/sales reps in a call center environment.

Must have a minimum of 3 years of sales/customer service experience.

Ability to handle multiple projects.

Strong communication skills

College Degree

My Qualifications

Led customer service with as many as 20 representatives in call center environments.

Over 5 years of experience in customer service and sales positions.

Proven track record for juggling multiple projects and completing them on time and within budget.

Attained 100% customer retention through a service-first approach and frequent follow-up communications to ensure customer satisfaction.

Will graduate with an Associate of Applied Science in Business Management with an Accounting Option at the Henderson Community College in December 2018.

There are other areas of accomplishment in my background that should be of interest to you. I look forward to meeting with you to discuss them further. If I do not hear from you with in the next week, I will call your office to follow-up on this exciting opportunity.

Sincerely,

Signature in Black Ink

Name
Enclosure

Other Correspondence

Request for Information Meeting

FULL NAME
Street Address
City, State Zip

Home: (XXX) XXX-XXXX

Email Address

Cell: (XXX) XXXX

Date

Mr(s). FirstName LastName
Title
Company Name
Street
City, State ZIP

Dear Mr. or Ms. LastName:

Mr. Brian Carr, professor of business at Henderson Community College, suggested that I contact you. He thought that you would be in an excellent position to assist me with a career decision.

Mr. LastName, I'd like to meet with you, not in the expectations that you know of any job prospect, but to get your advice.

As a student majoring in Business with Accounting Emphasis, I am exploring career paths to pursue. Securities, trading, and investment banking work all sound interesting to me at this point. Both sound interesting to me at this point, but I want to go into my job search with a clear sense of direction. I would like to get your advice on the long-term careers in each industry as well as a better understanding of the day-to-day activities of a securities broker.

I shall call you next week to see if we can arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely,

Signature

FirstName LastName

Thank You Letter

FULL NAME
Street Address
City, State Zip

Home: (XXX) XXX-XXXX

Email Address

Cell: (XXX) XXXX

Date

Mr(s). FirstName LastName
Title
Company Name
Street
City, State ZIP

Dear Mr. or Ms. LastName:

Thank you for taking the time to discuss the Customer Service position at Independence Bank with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills in sales and customer service coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the bank. It is no wonder that Independence Bank has such a growth record in the Henderson area. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr(s). LastName, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration

Sincerely,

Signature

FirstName LastName

Turndown Letter

FULL NAME
Street Address
City, State Zip

Home: (XXX) XXX-XXXX

Email Address

Cell: (XXX) XXXX

Date

Mr(s). FirstName LastName
Title
Company Name
Street
City, State ZIP

Dear Mr. or Ms. LastName:

I appreciated the opportunity to interview for the Administrative Assistant position with your company. I was, of course, disappointed to learn I was not selected for the position.

Since I remain confident that I have the skills and qualifications to excel in your company, I hope you will consider me for any other similar positions either now or in the future. I learned a great deal and enjoyed meeting with you and your very enthusiastic staff. ABC Associates is exactly the type of exciting organization I'm interested in working with and building a career.

Please keep me in mind if and when another position becomes available for someone with my qualifications. Best wishes to you and your staff.

Sincerely,

Signature

FirstName LastName

Withdrawal Letter

Street Address
City, State Zip

Home: (XXX) XXX-XXXX

Email Address

Cell: (XXX) XXXX

Date

Mr(s). FirstName LastName
Title
Company Name
Street
City, State ZIP

Dear Mr. or Ms. LastName:

After much consideration, I am withdrawing my application for the Customer Service Position with Old National Bank. As I indicated in my interview with you, I'm exploring several employment possibilities. This week, I was offered a position at Independence Bank as a Retail Manager-in-Training, and after careful analysis, I decided to accept it. The position provides a very good match for my interests at this stage in my career.

I want to thank you for interviewing and considering me for your position. I enjoyed meeting you and learning about your bank and the plans for the future. Much success to you and your banking team.

Sincerely,

Signature

FirstName LastName

Acceptance of Offer Letter

FULL NAME
Street Address
City, State Zip

Home: (XXX) XXX-XXXX

Email Address

Cell: (XXX) XXXX

Date

Mr(s). FirstName LastName
Title
Company Name
Street
City, State ZIP

Dear Mr. or Ms. LastName:

I am writing to confirm my acceptance of your employment offer of April 20, and to tell you how delighted I am to be joining Dana Corporation in Henderson. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can add value to the company, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 am on June 19, and will have completed the drug testing by May 1. Additionally, I will complete all employment and insurance forms for the new employee orientation.

I look forward to working with you and your team. I appreciate your confidence in me and am very happy to be joining Dana Corporation!

Sincerely,

Signature

FirstName LastName

Resignation Letter

FULL NAME
Street Address
City, State Zip

Home: (XXX) XXX-XXXX

Email Address

Cell: (XXX) XXXX

Date

Mr(s). FirstName LastName

Title

Company Name

Street

City, State ZIP

RE: Notice of Resignation

As of this date, I wish to formally tender my notice of resignation. I have accepted a position with another firm and have given my personal and professional commitment to begin work with that organization on (Two weeks from notice).

During my tenure at (Current company), I enjoyed the opportunity to work with you and others within the company, however, I feel it is in the best interest of my career to make this change at this time.

Please understand that I am not in a position to consider an alternative offer from (Current company) since my decision to resign is final.

I wish you the very best in your career and hope our paths will cross again in the future.

Sincerely,

Signature

FirstName LastName