

Application Letter

- Structure your application letters with three or four paragraphs.
- Come to the point. Reveal your purpose and interest. Identify the position and your source of information. Introduce your themes.
- Outline your strongest qualifications that match the position requirements based on the themes you selected. As much as possible, provide evidence of your related experiences and accomplishments. Make reference to your enclosed resume.
- Suggest an action plan. Request an interview, and indicate that you will call during a specific time period to discuss interview possibilities.
- Express appreciation to the reader for his or her time and consideration.

(Full Block Format)

1225 Chicago Ave.
Evanston, IL 60208

May 2, 2005

Ms. Mary Lou Nelson
Manager of Human Resources
Continental Industries, Inc.
2900 Rosemount Blvd.
Rosemont, IL 60018

Dear Ms. Nelson:

I am applying for the web developer position that was advertised with Northwestern University Career Services this week. The position seems to fit very well with my education, experience, and career interests.

Your position requires skills in various types of programming and software used in web development. My academic program in computer studies emphasized C, C++, Visual Basic, Assembler, Java, and SQL. In addition, I have extensive experience in using several software packages in web development, including Adobe Illustrator, Photoshop, After Effects, and Dreamweaver. My experience as department computer consultant gave me exposure to both PC (Windows 2000, NT, XP) and Macintosh platforms as well as Novell and NT LANs. Additionally, I worked as a summer intern in computing operations for my major city newspaper where I gained knowledge of enterprise systems and commerce operations. My enclosed resume provides more detail on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Continental Industries, Inc. Your firm has an excellent reputation and comes highly recommended to me.

Would you please consider my request for a personal interview to discuss my qualifications and to learn more about this opportunity? I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to contact me at 847/683-4388 or m-lopez@northwestern.edu

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,

Maria Lopez

Prospecting Letter

- Indicate your interest, and reveal your source of information.
- Outline your strongest qualifications-focus on broader occupational and/or organizational dimensions to describe how your qualifications match the work environment.
- Do some personal marketing: Convince the employer that you have the personal qualities and motivation to contribute to the organization.
- Suggest an action plan. Request an interview, and indicate that you will call during a specific time period to discuss interview possibilities.
- Express appreciation to the reader for his or her time consideration.

1600 Sherman Ave., #301
Evanston, IL 60208

January 15, 2005

Mr. Brett Newkirk
Director of College Recruiting
Gray Construction Company
4500 Randolph Drive
Chicago, IL 60601

Dear Mr. Newkirk:

I read your company's description in NACE's *Job Choices for Science, Engineering, & Technology Students* and would like to inquire about employment opportunities in your civil engineering department. I want to work in civil engineering and would like to remain in the Chicago area after graduation.

I shall receive my B.S. degree in civil engineering this May. My interest in engineering started in high school when I attended the student Introduction to Engineering Program at North Carolina State University in my hometown. This interest further developed through a variety of construction jobs during college. My internship with a construction company in my hometown convinced me to pursue this field. When I researched the top construction firms in Chicago, Gray Construction emerged as having a strong market position, an excellent training program, and a solid reputation. In short, you provide the kind of professional environment I seek.

My resume is enclosed for your consideration. My education and experience match the qualifications you seek, but they don't tell the whole story. I know from supervisor feedback that I have the technical and interpersonal skills you seek. My relatively extensive experience gives me confidence in my career direction and in my ability to perform competently.

I know you must have many demands on your time, but I would appreciate a few minutes of your time. I shall call during the week of January 24 to discuss employment possibilities. In the meantime, if you need to contact me, my number is 847/491-8843 and my e-mail is j-chen@northwestern.edu.

Thank you very much for considering my request. I look forward to talking with you.

Sincerely,
John Chen

(Prospecting Letter, Block Format)

Eckerd College
Campus Box 109
4200 - 54 Avenue South
St. Petersburg, FL 33733
813/867-1166

February 13, 1998

Mr. Marva Kinsley
Section Manager
Hewlett Packard
16399 W. Bernardo Drive
San Diego, CA 92717

Dear Mr. Kinsley:

In May 1998, I will be graduating from Eckerd College with a Bachelor of Science degree in Computer Science. I am writing to explore the possibility of employment as a system analyst at your San Diego facility.

Early in my course work at Eckerd I seriously began considering future employment with Hewlett Packard. We use a number of your products in our laboratory work, and their design, precision, and reliability are impressive. More recently, however, I noted in a professional computing journal that you are undertaking a new project to apply microcomputers in automatic control systems. Many of my electives were in the fields of control systems and computers, and I worked for three summers in microcomputer applications. I believe that I am well qualified to begin my career employment on your new project, I know that it is directly related to my interests.

I have enclosed my resume, which provides additional information about my undergraduate work and campus activities. I would appreciate the opportunity to meet with you to discuss how my education and experience would be consistent with your needs. I will contact you by phone within ten days to discuss the possibility of an interview.

Sincerely,

Raymond Matthews

Enclosure

(Prospecting Letter, Modified Block Format)

604 Buena Vista
Scottsdale, AZ 65251
(721) 867-9078
September 27, 1997

Mr. Payton Wayne, HR Manager
Trektr Corporation
5600 - 34 Street South
St. Petersburg, FL 33567

Dear Mr. Wayne:

The attached resume is submitted for your consideration based on my desire to explore the opportunity to join your company in a management capacity.

My responsibilities have been in management, sales and new product development. My experience has expanded my realm of responsibilities to include decision making on a management level, development of manpower and product reliability.

As an individual with a proven track record who is self-motivated with the ability to learn quickly, I know I can make a profitable contribution to your company.

After you have reviewed my qualifications, I would like to meet with you at your convenience. Thank you for your time and consideration.

Sincerely,

Brant Hines

Enclosures

Networking Letter

- Make a connection between you and the reader- e.g., alumnus/alumna of your school, mutual acquaintance, similar interest or background, ect.
- State your purpose without pressuring the reader. Explain your situation briefly.
- Request a meeting at a mutually convenient time, and indicate that you will call to make arrangements.

(Modified Block Format)

543 Clark St.
Washington, DC 20002

October 21, 2004

Jennifer Hundahl, M.S. N
National Institutes of Health
10 Center Drive
Bethesda, MD 20893

Dear Ms. Hundahl:

Dr. Charlene Carr, professor of nursing at City College, suggested that I contact you. She thought that, as an alumna, you would be in an excellent position to assist me with a career decision.

As a nursing student, I am exploring which career environment to pursue. Hospital, physician's office, and public health nursing environments all sound interesting to me at this point, but I want to go into my campus interviews next semester with a clear sense of direction. I would like to get your advice on the long-term career implications of each path.

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,

Allison Harris

(Networking Letter, Personal Design)

Kathleen Cummings

534 Venture Avenue, #369
St. Petersburg, FL 33712
727.391.7899-Cell
kcummings@yahoo.com

April 12, 2003

Ms. Roxanne Kennedy
Manager
Environmental Organization, Inc.
Green Station Center
Miami, FL 33510

Dear Ms. Kennedy:

Dr. Gregg Brooks, Professor of Marine Science at Eckerd College, suggested that I contact you. He thought that you would be in an excellent position as an alum to assist me with a career decision.

As a student majoring in marine science, I am exploring which career path to pursue. Environmental studies, marine science and marine geology all sound interesting to me at this point, but I want to go into my campus interviews next semester with a clear sense of direction. I would like to get your advice on the long-term career implications of each path as well as a better handle on the day-to-day activities.

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,

Kathleen Cummings

After May 21st:
2157 Uarch Drive
Lexington, MA 78914
987.654.0987

(Networking Letter, Modified Block Format)

Elizabeth Little
Campus Box 1021
4200 - 54 Avenue South
St. Petersburg, FL 33733
813/898-7256

October 14, 2004

Ms. Louise Stephens
Director of Human Resources
TRS Corporation
6311 West Dover
Boston, MA 01991

Dear Ms. Stephens:

Ms. Annisia Brockington, Director of Human Resources at Johnson Corporation, suggested that I contact you about my interest in human resource management. She said you are one of the best people to talk to in regard to my human resource career.

I am a senior at Eckerd College majoring in Human Resource Management and expect to graduate in May 1998. I am especially interested in employee relations, organizational development, and leadership training. However, before I venture further into the job market, I want to benefit from the experience and knowledge of others in the field who might advise me about necessary skills, relevant experiences and employment opportunities.

Perhaps we could meet briefly sometime during the next two weeks to discuss my career plans. I have several questions which I believe you could help clarify. I will call your office on Monday, October 21, to schedule a meeting time.

I am looking forward to discussing my plans with you.

Sincerely yours,

Elizabeth Little

Thank-You Letter

Make your Thank-You letters warm and personal, and use them as an opportunity to:

- Express your sincere appreciation.
- Reemphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements.
- Reiterate your interest in the position. Use the opportunity to provide or offer supplemental information not previously given.
- Restate your appreciation.

(Modified Block Format)

2913 Baxter Rd.
Virginia Beach, VA 23456

January 25, 2005

Dr. Foster Walker, Director
Technical Design Group
Atlantic Engineering Systems, Inc.
1220 Warwick Ave.
Newport News, VA 23607

Dear Dr. Walker:

I want to thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. I think my education and cooperative education experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to contact me at 804/685-5555 or r-rameriz@aol.com if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

Richard Rameriz

(Thank-You Letter, Modified Block Format)

Trina Henderson

5401 Lynn Lake Dr., Apt C
St. Petersburg, FL 33712
234/555-1234
trina@hotmail.com

Cleveland, Ohio 43382
October 15, 2000

January 30, 2003
Dr. Edward Gallizzi, Director
Technical Design Group
Atlantic Engineering Systems, Inc.
1220 Warwick Avenue
Newport News, VA 23607

Ms. Ronald Philigen, Director
Polson Publications
2122 Norman Street
Cleveland, OH 43380

Dear Dr. Gallizzi:

Dear Mr. Philigen:

I want to thank you for interviewing me yesterday for the associate software specialist position. I enjoyed meeting you and learning more about your research and design work.

It was a pleasure meeting with you on October 10. Your advice was most helpful in clarifying my questions on careers in creative writing.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. I think my education and internship experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time.

Thanks so much for taking time from your busy schedule to see me. I plan to follow the advice you gave me regarding my writing portfolio and I will contact Ms. Diane Williams about participating in the Lexington Project.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me if I can provide any additional information.

Sincerely,

Again, thank you for the interview and your consideration.

Audrey Hepbury

Sincerely,

Herpbura@classic.net

Trina Henderson

(Thank-You Letter after informal interview, Modified Block Format)

9910 Thompson Drive

Acceptance Letter

The acceptance letter provides you with the opportunity to:

- Confirm, accept, and reaffirm your employment decision.
- Confirm logistics.
- Express your appreciation for the opportunity.

(Full Block Format)

1507 North Lake Shore Drive
Chicago, IL 60606

April 24, 2005

Mr. Jack Winsiewski, Division Manager
Data International Corporation
1212 Corporation Lane
Northbrook, IL 60022

Dear Mr. Winsiewski:

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 Data International in Northbrook. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I will make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 a.m. on July 1 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation.

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

Sincerely

Audra Nappi

Withdrawal Letter

Follow these guidelines when sending a withdrawal letter:

- State your decision, and provide an explanation.
- Express appreciation for the employer's consideration and courtesy.

(Full Block Format)

725 University Place, #321
Evanston, IL 60208

April 20, 2005

Ms. Melissa Lang
Director, Human Resources
Irvine Regional Hospital
8989 Wagner Rd.
Irvine, CA 92618

Dear Ms. Lang:

I am writing to inform you that I am withdrawing my application for the physical therapist position. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered a position with a local hospital and, after careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you very much for interviewing and considering me for you position. I enjoyed meeting you and learning about your hospital. I wish you and your staff well.

Sincerely,

Heather Ferguson

Rejection Letter

March 15, 2005

Mr. George Duvall, Senior Chemist
Ciba Specialty Chemicals Corp.
1700 Colonial Parkway
Williamsburg, VA 23176

Dear Mr. Duvall:

Thank you very much for offering me the position of chemical technician with Ciba Specialty Chemicals Corp. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a fine organization and there are many aspects of the position that are very appealing to me. However, I believe it is in our mutual best interest that I decline your kind offer. This has been a difficult decision for me, but it is the appropriate one for my career at this time.

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your fine staff.

Sincerely,

Melody Taylor

In rejecting an offer, you can demonstrate your professionalism:

- Acknowledge the offer.
- Show thoughtful consideration.
- Express appreciation.

(Modified Block Format)

1215 Emerson St.
Chicago, IL 45623

Follow-Up Letter

- Confirm that potential employer had received your resume or job application.
- Reiterate your interest and intents.
- Highlight your qualities that make you a good candidate for the position.

(Full Block Format)

Cynthia Fuller
142 Dorchester Court
Ramblewood, OK 70107
438/555-8888
laupiac@infonet.com

July 23, 2000

Mr. John Smith,
Hiring Manager
GTE Mobilnet
3467 Anywhere Avenue
Sometown, NC 57809

Dear Mr. Smith:

I recently sent you a resume, cover letter, and application for the position of Sales Representative. This letter is to confirm your receipt of my resume, as well as my very strong interest in your company.

My successful, hands-on experience and education would prove highly valuable to your operation. However, my resume and cover letter can only provide a brief explanation of my background, and I would therefore like the chance to meet with you personally to discuss your particular business needs. I look forward to hearing from you soon.

Thanks again for your time and consideration.

Sincerely,

Cynthia Fuller