

CORRESPONDENCE GUIDE

Although they are not discussed as often as résumés, letters are an integral part of the job search process. They can be used to express interest in an industry or a position, explain why a job-seeker should be considered, and thank an interviewer for their time and interest. Used effectively, a well-written letter can mean the difference between getting a job offer or not.

As mentioned earlier, a letter creates a personal connection between the writer and the person receiving it. Therefore, each letter you send should be unique, written for the particular circumstance and recipient. In each letter you write, try to make a personal connection with the person receiving it. If you are requesting an informational interview, let the recipient know who gave you their name, and why you are interested in speaking specifically with them. When you write a cover letter, address it to an individual, and let them know where you found the job and why you are interested. In a thank-you letter, reference something said in the interview to remind the employer who you are. Each letter should be different, and should be used to further the recruiting process, hopefully culminating in a job offer!

For more information, contact the Rockwell Career Center.

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Sample Cover Letter

June 20, 200X

Name
Mailing Address
City, State, Zip

Ms. Dana Moyer
Recruiting Manager
ABC Financial
5432 Parkway East, Suite 200
Houston, TX 77204

Dear Ms. Moyer:

Please accept my application for the Financial Coordinator position with ABC Financial posted on the Bauer Career Gateway website. I feel this position is an ideal match for my skill set and my strong interest in the financial services industry.

I understand this position requires a strong financial acumen, an impeccable work ethic, and the ability to work well both independently and in a team environment. While completing my Finance degree at the University of Houston, I was able to effectively balance my academic requirements with my job and outside activities, the result being a 3.45 GPA in my Finance classes and a 3.3 overall GPA. This illustrates both my strength in financial areas, as well as my willingness to do whatever it takes to accomplish the tasks in front of me. As well, I have extensive experience working in both a team environment and independently, and can operate effectively and efficiently in both realms. These skills, combined with my genuine interest in working in the financial services industry, make me a strong fit for the Financial Coordinator position.

I appreciate you taking the time to review my information. I will follow up with you within ten working days, and I look forward to setting up an interview where we can further discuss the position and my qualifications. If you would like any clarification from me regarding my background or skill set, please do not hesitate to let me know. Thank you again for your time and consideration.

Sincerely,

Kelly Cemo

Enclosure: Résumé

Sample Request for Informational Interview

Tom Woodrow
5715 Memory Lane
Houston, TX 77099

May 23, 200X

Ms. Leslie Hart
Senior Financial Analyst
AIG Corporation
1212 Allen Parkway
Houston, TX 77009

Dear Ms. Hart:

I am a junior finance major at the University of Houston, and I found your name and contact information on our Alumni Career Network. I am hoping you will be able to help me learn more about options in the financial industry. I have been encouraged to consider the field by family and professors, and would like to determine if it would be a good match for me.

I am interested in hearing about how and why you entered the field; the pros and cons of working in the financial industry; classes and co-curricular activities I should consider if I were to decide to move in this direction; and your advice on how I might test the waters, experientially, over the next few summers.

I appreciate your willingness to advise me, and will contact you next week to set up an informational interview. Please feel free to call me, as well, at 713-555-1212.

Sincerely,

Tom Woodrow

Sample Follow-up Thank-you Letter for Informational Interview

23 Roanoke Street
Houston, TX 77002
(713) 743-1123
abc@uh.edu

May 23, 200X

Mr. James G. Webb
Delon Hampton & Associates
800 Smith Street, Suite 720
Houston, TX 77008

Dear Mr. Webb:

Thank you so much for taking time from your busy schedule to meet with me last Tuesday. It was very helpful for me to learn so much about the current projects of Delon Hampton & Associates, and the career paths of your staff members. I appreciate you reviewing my portfolio and encouraging my career plans. I also enjoyed meeting Beth Ormond, and I am glad to have her suggestions on how I can make the most productive use of my last semester in college.

Based on what I learned from my visit, and other research I have done, I am very interested in being considered for accounting employment with your firm in the future. I will be available to begin work after I graduate in December 2010. As you saw from my portfolio, I have developed strong skills in the area of historical documentation, and this is a good match for the types of projects in which your firm specializes. I have enclosed a copy of my résumé to serve as a reminder of my background.

As you suggested, I will continue to expand my finance and leadership skills while at school, and I will monitor your Website for appropriate openings. Thank you again for your generous help. I will stay in touch, and I look forward to talking with you again.

Sincerely,

Ross Vanderbilt

Sample Follow-Up Thank-you Letter to Recruiter

Olivia Johnson
7 Shawnee Road
Short Hills, NJ 07078
201-555-0303

May 23, 200X

Ms. Lacy Stilwell
Holbrooks, Inc.
100 Fifth Avenue
New York, NY 02888

Dear Ms. Stilwell:

Thank you so much for talking with me today about the position in fashion merchandising at Holbrook's. The energy and dedication to the company you brought to our interview was truly inspiring.

I am positive I have what it takes to bring the same kind of energy and dedication to your company. My education in marketing has equipped me for this job, and my enthusiasm will ensure my success. My internships with several local apparel stores have taught me a great deal about meeting the needs of target market segments.

I would like the opportunity to take the next step in this process and discuss the position further with you at your office in the Long Beach store. I have enclosed an updated resume for your review. Again, Ms. Stilwell, I thank you most sincerely for your time, your energy, and the inspiration you gave me to launch my career at Holbrook's.

Sincerely,

Olivia Johnson

Sample Cold Contact Inquiry

Heather Ramirez
3423 Hickory Tree Way
Houston, TX 77077

September 12, 200X

Ms. Kristin Heller
The Research Institute
34 Marketing Court
Princeton, NJ 08540

Dear Ms. Heller:

After reading of your advisory services expansion in yesterday's *Wall Street Journal*, I am eager to join your team as an accounting manager. My credentials include a CPA designation with Big Four experience and multilingual fluency (Spanish, Portuguese, and Italian). Through my professional experiences and my MBA program, I am certain I could be a valuable asset to your company.

I will be completing my MBA in December and would be interested in making a significant contribution to your company in an accounting capacity. I am sure my services would be useful to you, and I will call you in early October to discuss an interview. I have enclosed my résumé for your review.

Thank you for your time and consideration.

Sincerely,

Heather Ramirez

Enclosure: Résumé

Sample Letter to Referral from Networking Contact

Susan Jones
1254 Main St.
Knoxville, TN 77857

May 4th, 200X

Ms. Rhonda Leland
Corporate Manager
Do-It Corporation
42 Industry Circle
Houston, TX 77018

Dear Ms. Leland:

Mary Smith, Vice President of Marketing with Do-It Corporation, suggested I contact you directly regarding my interest in a Marketing Specialist position with your organization. Although my résumé is actively on file in Human Resources, Ms. Smith felt you would want to be made aware of my unique qualifications and availability.

I have more than four years of experience successfully serving executive management for a large manufacturing company. My qualifications include extensive PC experience with the programs used at Do-It Corp. (Adobe Illustrator and Photoshop CS3), proven customer service skills, itinerary planning, and report writing.

I will be in your area May 24, (9:00 am to 3:00 pm), and would appreciate an opportunity to meet with you to discuss my qualifications in greater detail. I have enclosed a résumé for your review, and will call next week to arrange a possible meeting time.

Thank you for your time and consideration.

Sincerely,

Susan Jones

Enclosure: Résumé

Sample Interview Follow-up Letter

Terry Wales
1855 Madison Avenue
New York, NY 02856

May 20, 200X

Mr. Michael Wilson
Product Development Manager
Techno Products, Inc.
1000 West Broadway
New York, NY 02888

Dear Mr. Wilson:

Thank you for your time and courtesy during our meeting on Thursday, June 12. I enjoyed our discussion on the new widget product you are developing, and I appreciated you taking me on a tour of your facility. As we discussed this position, and after seeing your facility and meeting your staff, my interest in joining your team grew.

In giving further thought to our discussion about working in the widget industry for the first time, I realized I had a similar situation several years ago while working with a new optical technology at ABC Corp. This particular position required more time to get up to speed, I dedicated extra personal time to become familiar with the specifics of that project, and was able to deliver our prototype ahead of schedule.

With my dedication, team work, and experience in developing optical technology, I feel I would be an asset to your team. I am confident I can make a valuable contribution to Techno Products, Inc. I appreciate your consideration and am excited by the prospect of working with you and developing the new widget product line. Enclosed is an additional copy of my resume for your convenience. I look forward to talking with you again soon.

Sincerely,

Terry Wales

Enclosure: Résumé

Sample Letter Accepting a Job Offer

413 Waverly Road
Houston, TX 77098
May 30, 200X

Dr. Charles P. Chang
Director of Finance
Endowed Foundation
227 Park Avenue
Houston, TX 77002

Dear Dr. Chang:

Thank you for your offer of the position of Financial Analyst at an annual salary of \$42,000. I'm happy to accept it. I am very excited about what I learned during our earlier conversations about Endowed Foundation's efforts to identify applicants who have the ability to propose genuinely innovative projects in international development. The chance to contribute to this effort is a wonderful professional opportunity. In addition, I was impressed with everyone I met during our visit and am looking forward to working as part of your organization.

I appreciate the accommodations you have made to allow me to begin work on August 1, 2010. At that point, my academic obligations will be entirely fulfilled, and I will be able to devote my full energies to this position. Thank you for your understanding.

If you need any additional information from me before my start date, I can be reached at (713) 743-1000 or eplant@uh.edu. Otherwise, I look forward to beginning my career with Endowed Foundation.

Sincerely,

Edward Plant

Sample Letter Declining a Job Offer

Jared Smith
4300 University Dr.
Houston, TX 77056

May 23, 200X

Ms. Sandra Sommers
Senior Analyst
Acme Corporation
1500 Travis
Houston, TX 77002

Dear Ms. Sommers:

Thank you very much for your offer of the position of Business Analyst. You have an excellent environment for professional growth, and I considered your offer very seriously. As we discussed, I feel it would be best for me to join a larger organization at this time. I appreciate all the time you and your team spent with me, and all the questions you answered. I hope we have the opportunity to work together in the future, as I was extremely impressed with everyone I met at Acme Corp. Thank you very much for your time and consideration.

Sincerely,

Jared Smith