TYPES OF LETTERS:

There are three basic types of letters:

<u>Letter of Application</u> - to apply for a vacancy or an advertised position.

<u>Letter of Inquiry</u> - to indicate your availability and to request an interview in your field of interest.

<u>Follow-up Letter</u> - to thank the interviewer for his/her time and to restate your interest in the position after your interview.

REMEMBER:

- 1. Each letter should be an original and addressed to a specific individual. Personalize each cover letter, making it relevant to the job for which you are applying.
- 2. Do not merely repeat what is in your resume. Take advantage of this opportunity to provide special information that is not on your resume, but which may be of particular interest to the employer.
- 3. Use simple and correct grammar.
- 4. Limit your letter to one typewritten page.
- 5. Proofread your letter carefully.
- 6. Be sure to sign your letter, and make sure your return address is included.
- 7. Keep a copy of all correspondence.
- 8. A cover letter should reflect your personality but, because it is also a business letter, should not deviate widely from conventional formats.

BASIC COVER LETTER FORMAT

Your Address City, State, Zip Today's Date

Name of Person
Title
Name of Organization
Street Address
City, State, Zip

Dear	
Dear	 •

Opening Paragraph: State the reason for writing. Name the specific position, or type of work for which you are applying. Mention the resource used in finding out about the opening or organization (classified ad, job listings, placement center, friend, faculty, etc.).

Body of Letter: Explain why you are interested in working for this particular employer and/or specify your reasons for desiring this type of work. Point out relevant work experience and/or related education, but do more than reiterate information that is on your resume. Emphasize your qualifications for the position or type of work for which you are applying. Remember that your prior accomplishments are an indication of your future potential.

Closing Paragraph: Have an appropriate closing which will pave the way for the interview. Indicate your desire for the interview and state that you will call on a specific day to arrange for one.

Sincerely,
(Your signature)
Name Typed
Enclosure

RESPONSE TO ADVERTISEMENT FOR AN INTERNSHIP

1176 Beacon Street Brookline, MA 02146

April 21, 1994

Ms. Haley Sinclair The Sentinel 110 Broad Street Boston, MA 02110

Dear Ms. Sinclair:

I am writing in response to your advertisement posted in the Boston University Career Resource Library for an Intern. An internship with <u>The Sentinel</u> would be an ideal opportunity for me to sharpen my research and writing skills at a paper I enjoy, and for which I am eager to work. My level of skill is ideal to assist you in producing current, accurate information for new stories; at the same time I would benefit greatly from the experience and expertise of your staff.

As a regular reader of <u>The Sentinel</u>, I have come to rely on your investigative reporting of pertinent political issues and local candidates, and I would like very much to be part of your team. I will be pleased to meet with you at your convenience, and I will contact your office next week to arrange a time.

Sincerely,

Johanna Bismark

APPROACH LETTER FOR INFORMATIONAL INTERVIEW

100 Washington Street Brighton, MA 02135

March 7, 1994

Karen Tucker, Director Northeast Association for the Elderly 25 Staniford Street Boston, MA 02216

Dear Ms. Tucker:

I have been impressed with your work with the elderly and the community perspective your organization takes in trying to integrate their concerns with those of other community groups. Perhaps other groups will soon follow your lead.

I am anxious to meet you and learn more about your work. My background with the city Volunteer Services Program involved frequent contact with elderly volunteers. From this experience I found that I preferred working primarily with this group.

However, before I pursue my interest further, I would like to talk to people with experience in gerontology. In particular, I would like to know more about careers that involve working with the elderly as well as how my background might best be used in the field of gerontology.

I am hoping that you can assist me in this matter. I will call next week to see if your schedule would permit a meeting to discuss some of my concerns.

I look forward to meeting you.

Sincerely,

Carolyn Densmore

THANK-YOU LETTER AFTER INFORMATIONAL INTERVIEW

25 Royce Road Allston, MA 02134

April 7, 1994

Mr. Ryan Evans Evans Finance Corporation 3625 Massachusetts Avenue Cambridge, MA 02139

Dear Mr. Evans:

Your advice was most helpful in clarifying my questions on careers in finance. I am currently revising my resume to include your thoughtful suggestions. I will send you a copy next week.

Thank you so much for taking the time from your busy schedule to meet with me. I will keep in contact and follow through on your suggestion to see Allison Cook about opportunities with the Action Finance Company.

Sincerely,

Steven Levine

LETTER OF INQUIRY

1664 Commonwealth Avenue Brighton, MA 02135

March 23, 1994

Arthur Goodwin, Manager Coldwell Banker Real Estate 27 Winter Street Boston, MA 02110

Dear Mr. Goodwin:

Recently I have been researching the local real estate market to identify a company that is respected in the field and offers a good sales training program; the name of Coldwell Banker came up repeatedly as "the number one company."

I have had a lifelong interest in real estate, having been exposed to it since childhood through the family business (started by my grandfather) which provides funds for financing real estate.

Recently on my own I purchased two income properties; I enjoyed this work, and have been successful in identifying profit-generating properties. As you will see on my attached resume, I have also taken classes in real estate, received a certificate, and have my sales license.

With my background, enthusiasm and training, I believe that I would have much to contribute to Coldwell Banker's sales program, and would like to meet with you to discuss this possibility.

I will call your office on Wednesday, March 30 to see if a convenient meeting time can be arranged.

Sincerely,

James Wilcox

LETTER OF INQUIRY

654 Allston Street Brighton, MA 02135

February 17, 1995

Ms. Taylor Bending ALM Associates 624 Madison Avenue New York, NY 10010

Dear Ms. Bending:

I just completed reading the article in <u>Business Today</u> on ALM Associates. Your innovative approach to recruiting minorities is of particular interest to me because of my background in public relations and minority recruitment.

I am interested in learning more about your company and the possibilities of joining your team of highly qualified professionals. Please note my relevant qualifications:

- researched and wrote articles on minority recruitment and medical education
- secured funding and administered \$845,000 minority representation program
- published several professional articles on creative writing, education and minorities
- organized and lead public relations, press, and minority conferences
- M.A. in Journalism and B.A. in English

I will be in New York City during the week of March 10. Perhaps your schedule would permit us to meet briefly to discuss our mutual interests. I will call your office next week to see if such a meeting can be arranged.

Thank you for your consideration.

Sincerely,

Norma Theriault

LETTER OF INQUIRY

120 Bay State Road P.O. Box 1611 Boston, MA 02215 March 18, 1994

Human Resources, Receptionist Desk Bank of Boston 100 Federal Street Boston, MA 02110

Dear Ms. Hayes,

I will be graduating from Boston University (B.U.) this May with a B.A. in Economics, and I am interested in exploring career opportunities with Bank of Boston in the Fitchburg area. I am aware that Bank of Boston is a leading bank in Massachusetts, and, therefore, is the kind of organization within which I would like to begin building my career.

You will note from my enclosed resume that I have a strong background in banking, reinforced by several related courses at B.U. I am currently interning at the University Credit Union where I am gaining valuable experience processing a variety of loans. I am seeking a position leading towards a managerial career in the lending/credit industry.

I believe that I have the skills and the interest needed to be successful in this field. I am confident that I would be an asset to Bank of Boston and I hope that you will seriously consider me as a candidate for an entry level opportunity. Since my home is in Southborough and I attend school in Boston, I am readily available to interviews at either location. I will contact your office within the next two weeks to determine your level of interest in arranging a meeting. Thank you for your consideration

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consideration.	
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Sincerely,	

Emily Kutler Enc.

THANK-YOU LETTER POST JOB INTERVIEW

28 Royce Road Allston, MA 02134

May 28, 1994

Mr. Robert Hayes Director, Personnel Department Coastal Products Incorporated 762 Atlantic Avenue Boston, MA 02110

Dear Mr. Hayes:

Thank you again for the opportunity to interview for the marketing position. I appreciated your hospitality and enjoyed meeting you and members of your staff.

The interview confirmed for me how compatible my background, interests, and skills re with the goals of Coastal Products Incorporated. My prior marketing experience with the Department of Commerce has prepared me to take a major role in developing both domestic and international marketing strategies. I am confident my work could result in increased market shares for Coastal Products Incorporated in the rapidly expanding Pacific Rim market.

Please feel free to contact David Kutler at the Department of Commerce at 617-266-1876 if you would like more information on the new product promotion program that I mentioned. I spoke with Dave this morning and mentioned your interest in this program.

I look forward to meeting you and your staff again.

Sincerely,

William Lederer

LETTER IN RESPONSE TO ADVERTISEMENT

16 Strathmore Road Brookline, MA 02146 July 15, 1994

Ms. Melinda Debert, Admissions Director Caldicott College Box 7877 Williamstown, MA 02641

Dear Ms. Debert:

I read with interest your advertisement in the July 12 issue of the <u>Worcester Telegram & Gazette</u> for an Admissions Representative. You will note from my enclosed resume that I recently graduated from Boston University (B.U.) with a Bachelor of Arts Degree in Political Science, and I desire to begin my professional career within a college or university setting.

My undergraduate experience was an extremely positive one and as an Admissions Representative, I would naturally convey that enthusiasm and excitement to prospective students and their parents. I also bring good time management skills and a strong work ethic to the position. As a second semester senior, I was able to balance a full course load, an internship, and a part-time job while maintaining a 3.6 G.P.A. for the semester. Working summers as a bank teller and also as a student worker in B.U.'s Educational Resource Library, I gained valuable experience dealing with people at a variety of levels. Further, I can provide excellent references from both employers and professors.

Overall, I believe I have the interest, skills, and energy level necessary to be successful as an Admissions Representative at Caldicott College. I will contact your office next week to determine your level of interest in arranging an interview. Thank you for your consideration.

Sincerely,

Sally F. Tucker

Enc.