

# JOB SEARCH LETTERS

COVER LETTERS ARE AS IMPORTANT TO A TARGETED JOB SEARCH CAMPAIGN AS A WELL-WRITTEN RESUME.



## Cover Letters

A well-written cover letter should be distinctive and state succinctly your interest in a specific position and organization. Do not send a generic cover letter and resume and hope the employer will make a match for you. Not specifying the type of position you are seeking can make you look unfocused. If you are unwilling to take the time and energy to investigate a position or an organization, don't expect an employer to take the time to review your resume and consider you for employment.

An effective cover letter motivates the employer to review your attached resume and to invite you for an interview. Cover letters focus on either obtaining information as to job availability (letter of inquiry) or initiating your candidacy for a position (letter of application). When should you send a cover letter with your resume when corresponding with an employer? Whenever possible.

A cover letter can be sent to an organization to apply for a specific position opening or to inquire about anticipated or future openings. If you have been referred by someone, indicate the name of the person who referred you in your opening sentence. The familiar name will grab your reader's attention, and your cover letter and resume will receive careful consideration.

## General Tips

- Keep it short; a one page cover letter is the most powerful.
- Use standard business letter format (name, title, company, and address at top left).
- If possible, address your letter to the person with hiring authority, using the individual's name and title.

- Demonstrate your knowledge of the organization you are contacting by tailoring your cover letter to the specific organization.
- Refer to the position to which you are applying in the opening paragraph.
- Focus on the employer's needs, not your own. State how you can contribute to the organization and help them achieve their goals.
- Don't quote from your resume when describing your qualifications. Include examples to demonstrate your key skills and strengths.
- Don't use photocopied or mass-produced cover letters.
- Print your cover letter on the same high quality paper you used for your resume.
- Proofread your cover letter and correct misspellings, grammatical errors, and poor writing.
- Sign your cover letter and attach your resume when sending documents by conventional mail.
- Have a Career Center consultant review your cover letter.
- Use the Cover Letter and Correspondence Checklist in this chapter to evaluate your cover letters.

## Response to An Advertisement

Read for clues. An advertisement tells you what an employer is looking for: education, prior experience, necessary skills, qualifications, and even personal attributes. Pay close attention to position requirements listed and incorporate this information into your letter. If you meet all the stated requirements, spell this out in your letter.

Accentuate the good match between your skills and the employer's needs. State exactly how you meet each need. Doing so will emphasize your viability as a candidate.

If the name of the organization is listed in the advertisement, do some research. Your cover letter should reflect your specific interest in the organization. Show your knowledge of the organization and tailor your letter accordingly. Your initiative and knowledge will make your letter stand out, and convey your interest in the organization.

Consider using a two-column format. This is an eye-catching technique in which you use the left-hand column to list the specific qualifications listed in the job description and the right-hand column to list the skills and experience you possess that meet those requirements.

## Cover Letter Format

### Opening Paragraph

- State why you are writing — to apply for an advertised position or to inquire about anticipated openings.
- Mention your interest in the organization and how you learned about the opening.
- Identify the position for which you would like to be considered.
- If you were referred by a faculty member or employee of the organization, remember to mention the individual who referred you.

### Middle Paragraph(s)

- Highlight your educational credentials, related work experience, and professional or personal attributes that qualify you for the position.

- Use specific examples from your past employment, course work, and activities that demonstrate skills such as leadership, decision-making, communication, and team work skills.
- Tell how your skills will benefit the organization.
- Refer the reader to your resume for more details and examples.

### Closing Paragraph

- Request instructions for applying online (if appropriate) or ask that application materials be mailed to you.
- Thank the employer for taking the time to consider your resume and qualifications.
- Affirm your interest in the position and/or organization.
- Close with a strong positive statement. Give the employer a specific action to take. Do not be timid, ask for an interview! For a strong close, explain that you will contact the employer within a week to arrange an interview.

### Thank You Letters

The thank you letter is your next opportunity to convey to the employer your specific skills that match the position, and to demonstrate your enthusiasm for the company and the position. Within 48 hours after an interview, write a thank you letter to the recruiter or the person who hosted your visit. A concise and focused thank you letter demonstrates your understanding of the importance of professional etiquette.

### General Tips

- It is best to send personalized thank you letters to each individual in the interview — create one letter and personalize it with one or two sentences for each person.
- Spellcheck, proofread, and have someone else read your thank you letter before sending it. Grammar and spelling still count!
- Hand delivering your thank you letter can make a great impression if the interview was local.
- Emailing a thank you letter is acceptable, but you should still follow conventional business etiquette.

### Format

Your thank you letter may be brief, but it should:

1. Express your appreciation for the interview.
2. Mention key points discussed during the interview.
3. Reaffirm your interest in the position and/or organization.
4. State your desire to proceed to the next step.

Again, if you met with many individuals during the interview, request that your appreciation be conveyed to all the people with whom you interviewed. Or, if you choose to send individual letters to everyone you met, tailor each message to reflect your conversation with each individual. Sending a thank you letter shows courtesy and increases your chances for getting the position. Remember to send a thank you letter within 48 hours after every interview.

### Other Types of Job Search Letters

#### Acceptance of an Offer

It is standard practice to accept job offers in writing after a verbal agreement has been made. Your acceptance letter should restate briefly the specific details of the offer, including the salary, benefits, starting date, hours, name of your future supervisor, and any other pertinent information.

Often, the employer will send you an offer letter with two copies - one to keep and one to sign and return. Read the letter carefully to check and verify the accuracy of the terms of the offer.

#### Withdrawal from Consideration

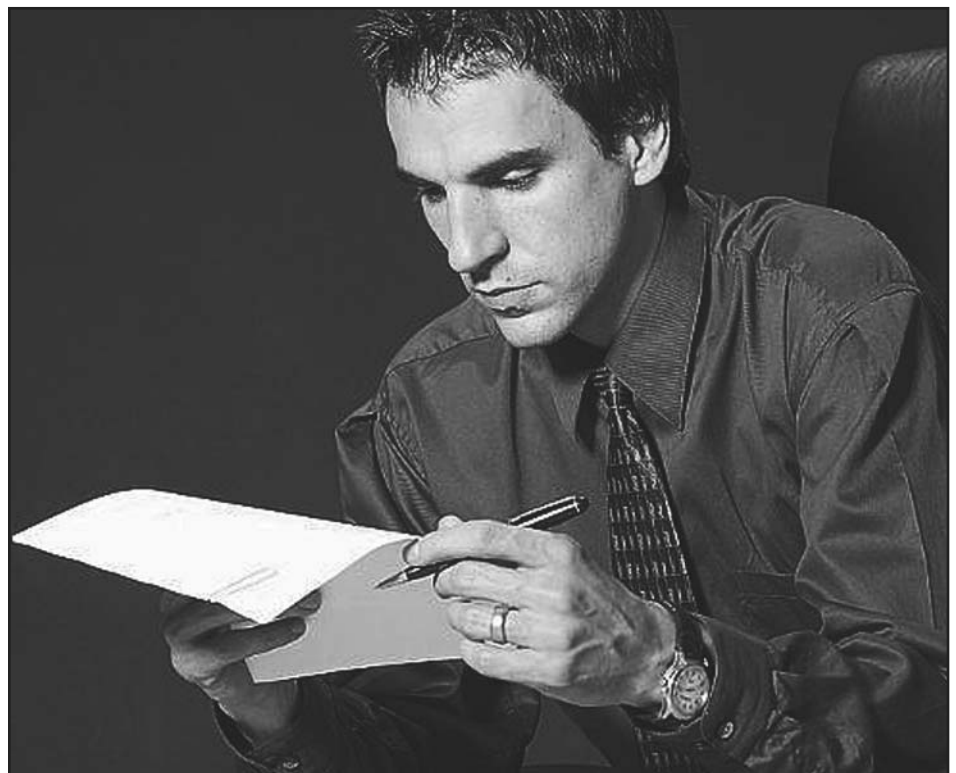
This letter should be used when you no longer wish to be considered for a job. Once you accept a job offer, notify all other employers immediately of your decision and withdraw your candidacy. In your letter, express appreciation to the employer and state that your decision was difficult to make. Indicate you believe the other opportunity is a better fit with your professional goals at this stage in your career. Be courteous and keep the door open for future possibilities.

#### Refusal of Offer

Keep this letter brief. Tell the employer you gave serious consideration to the offer of employment and that it was a difficult decision for you. You do not have to give the reason for declining the job offer. Remember to thank the recruiter for offering you a position.

#### Reference

Reference letters serve as testimonials of your academic and job performance, skills, and character. Faculty and former supervisors can give specific information about your work habits,





skills, knowledge, and abilities. Individuals who advised you in student organizations and volunteer activities also are good choices.

Make the job easier for your reference writers by providing a copy of your resume or vita, and a copy of the job description. This will enable them to tailor their letters to a specific job, and answer questions if the employer contacts them directly. Good reference letters should include:

- A statement about the nature of your relationship — professional or personal — and how long the reference writer has known you.
- A review of your important achievements on the job and an estimation of future promise.
- A paragraph indicating what kind of colleague you would make, how well you get along with others, and whether you are reliable.
- A description of your academic or career potential.
- A summary of your outstanding strengths and abilities.

Reference letters may be written on company or departmental stationery. They can also be sent by email. Remember to show your appreciation to your reference letter writers for investing the time to prepare favorable letters of recommendation.

## Cover Letter and Correspondence Checklist

Use the following checklist to evaluate your job search correspondence:

### *All Correspondence*

- Is your contact information up-to-date?
- Is the correspondence addressed to a particular person (unless it is a response to a blind advertisement)?
- Does a colon rather than a semicolon follow the salutation?
- Is the letter neat and organized?
- Have you limited the use of “I” and “My” at the beginning of each sentence?
- Is the letter an original letter rather than a mass-produced copy?
- Is every word spelled correctly?
- Are the grammar, syntax, punctuation, and capitalization correct?
- Is the letter printed on high-quality paper?
- Is the letter printed using a high-quality printer?
- Have you signed your name?

### *Cover Letters*

- Does the first paragraph of your cover letter grab the reader’s attention?
- Have you told the employer exactly what position you are applying for and how you found out about the position vacancy?
- Have you stated why you are interested in the position and the organization?
- Did you use specific examples to prove you have the skills listed on your resume?
- Have you avoided re-stating or quoting your resume?
- Have you detailed what you can do for the organization rather than what the organization can offer you?
- Is the sentence structure varied throughout?
- Does the letter convey confidence without seeming arrogant?
- Is the letter tailored to represent your specific credentials?
- Did you express appreciation to the employer for considering your application?
- Have you requested action and mentioned that you will call for an interview?

### *Thank You Letters*

- Is your letter addressed specifically to the individual(s) who interviewed you?
- Did you refer to something unique about your discussion with the recruiter(s) during the interview?
- Did you reiterate your strengths and abilities as they relate to the position?

642 N. Main Street  
Bowling Green, OH 43402  
February 22, 2009

Ms. Emily Wendt  
Executive Director  
The Great Advertising Group  
4444 Strathmore Terrace  
Chicago, IL 12345

Dear Ms. Wendt:

The recent feature in *Advertising Weekly* highlighted The Great Advertising Group as one of the fastest growing regional advertising agencies in the Midwest. An entry-level position on your team would enable me to contribute my proven qualifications and interests in media, design, and finance to your rapidly developing enterprise.

This May, I will receive my Bachelor of Arts from Bowling Green State University with a dual degree in Economics and Art History. I have recently completed my senior thesis exploring the development of poster art in America, for which I have been awarded academic honors. Throughout my collegiate career, I have focused my extracurricular efforts on *Prairie Margins*, my university's literary journal. Since my appointment a year and a half ago to the position of Editor, subscriptions have increased by 10%, and for the first time, *Prairie Margins* was honored as one of the top ten publications of its kind by the American Collegiate Council of Arts and Letters.

I intend to visit the Chicago area in early April to prepare for my move to the city this summer. I would appreciate the opportunity to meet with you during my upcoming trip to discuss the possibility of my employment with your company.

I have enclosed a copy of my resume as well as an abstract of my thesis and of *Prairie Margins* for your review. I will call to arrange a meeting and I look forward to speaking with you.

Sincerely,



Peter Schlemihl

Enclosures

## Letter of Inquiry

215 Clough Street  
Bowling Green, OH 43402  
March 17, 2009

Dr. William T. Martin  
Director of Marketing  
Phakol Pharmaceuticals, Inc.  
206 Broad Street  
Seattle, WA 56556

Dear Dr. Martin:

Thank you for the informative conversation yesterday. I am glad that Sandy Wexler thought to put us in touch with one another. I was already somewhat familiar with the recent changes at Phakol Pharmaceuticals from articles and through my current work, but it was particularly interesting to find out more about your facility and upcoming projects from an inside perspective. I appreciate you being so candid with me about the new developments at Phakol.

Per your request, I am forwarding to you additional information about my background. As you will note from my resume, I will graduate from Bowling Green State University in May with a degree in biology. I spent the last two years raising money for the Find-a-Cure Foundation (FCF), which as you know, has been instrumental in supporting research on the study of pediatric diseases. Through my work at FCF, I was first exposed to the excellent research work performed at Phakol. Many of our recipient organizations were also strong advocates of your products.

It has been my belief that a sales position with a pharmaceutical company would be the best avenue for my scientific background, development experience, and proven dedication to this field. Our conversation yesterday confirmed for me that the possibility of working at Phakol would be not only an exciting opportunity for me, but also a beneficial experience for both of us.

I appreciate your offer to let me know if you discover any suitable positions at Phakol, and of course, I particularly look forward to hearing from you as opportunities arise in your department. I will be in Washington next month, and I will call you to discuss a convenient time to meet in person.

Sincerely,



Christa Wolf  
Enclosures

Letter of Inquiry,  
Referral

12 College Way  
Brookline, MA 02000  
July 14, 2009

Ms. Winona Chang, Manager  
The Elderflower  
932 Liberty Lane  
King of Prussia, PA 22222

Dear Ms. Chang:

I will be relocating to the Philadelphia area shortly, and was excited to read your advertisement in the *Philadelphia Times* for a case manager position working in your residence with older persons. As a recent graduate of Bowling Green State University with a Bachelor of Science in Psychology, I completed an internship as a counselor at a local facility for mentally challenged men. The age range of my clients was varied, and I was able to gain a great deal of practical experience working with the older residents. It is my goal to continue to work in social services with this population.

My personal background, dedication, academic training, and responsibilities have provided me with the qualifications to match the required criteria listed in your advertisement:

Your Requirements	My Qualifications
Bachelor's degree	BS in Psychology, May 2009
One year experience with a home dependent population	One year-long internship working as a counselor in a facility for mentally retarded adults, including the elderly.
Bilingual ability	Fluent in Spanish and French

In addition, my internship expanded my respect and compassion for the often under-appreciated aging community. I welcome the chance to contribute my caring nature as well as my skills to your organization.

Enclosed is my resume, which provides a more detailed account of my academic and work experience. I look forward to discussing my candidacy for the case manager position with you further and will call you next week to set up an appointment.

Sincerely,



Michael Tabakin

## Response to a Newspaper Advertisement

1074 Varsity West  
Bowling Green, Ohio 43402  
April 9, 2009

Ms. Linda M. Stone  
Principal  
St. Mary's School  
1133 Jutley Road  
Toledo, OH 43612

Dear Ms. Stone:

Please accept this letter and enclosed resume as my application for the art teaching position at St. Mary's School for the upcoming academic year. I will graduate this May from Bowling Green State University with a Bachelor of Fine Arts in 2-Dimensional Studies, and I am confident I have the experience and enthusiasm required to meet the developing needs of your art program.

My interest in art started when I was in elementary school attending St. Thomas Aquinas in Toledo, Ohio. As a young artist, I was eager to learn about and experience art as a means of self-expression and appreciation for aesthetic beauty. My positive educational experiences within the parochial school system have led me to pursue an art educator position with St. Mary's School. It is my goal to promote and encourage creativity and self-discovery for my students.

To prepare for a career as an art teacher, I gained a great deal of experience volunteering at area schools, tutoring elementary age children, and becoming actively involved in creative activities. My education at Bowling Green State University afforded me the opportunity to build strong relationships with my colleagues and professors. In college, I adopted a personal philosophy for life. I view each new experience as an opportunity to not only share with others, but also a chance for personal growth and development.

I would welcome the opportunity to use my talents and wide variety of experiences in a teaching position, especially in a creative and spiritual environment such as St. Mary's School. I would greatly appreciate an interview to discuss my qualifications for the art teaching position and to share my ideas for enriching the learning experience for students. Thank you for considering my candidacy.

Sincerely,



Walter Mitty

## Letter of Application

563 Pearl Street  
Bowling Green, OH 43402  
December 15, 2009

Hiring Manager  
Box 902  
2620 Boylston Street  
Boston, MA 10000

Dear Hiring Manager:

Your recent advertisement in *The Historian* for a Marketing Assistant at your historic preservation consulting firm caught my attention. I will graduate from Bowling Green State University with a dual Master's degree in German and History, and I am looking for such a position in the northeastern United States. I have been trained in the adaptive reuse of buildings, and I am experienced with various aspects of historic preservation work.

Through my interest in this field and my initiative, I have gained a considerable experience in the working world, which has helped me to develop many technical skills. As far back as high school, I started working summers at the Old West End in Toledo; I returned there last year to participate in the renovation of one of the buildings in this revitalized historic district. During this project, I also arranged to work with the public affairs department, giving historic tours of the district and writing informational material about the transformation of the area - material that was later published for public distribution.

As my enclosed resume indicates, my qualifications include all of the other requirements specified in your position announcement. I worked as a telemarketer for my university's development office, where I learned important telephone communication and sales skills. My computer skills include proficiency in using Microsoft Word, Excel, InDesign, and Outlook.

I look forward to discussing my candidacy with you for the Marketing Assistant position at your firm. I am excited at the prospect of working together to achieve our similar professional goals. I can be reached at the number provided on my resume to set up an interview. Thank you for your consideration.

Sincerely,



Maria Stuart  
Enclosures

## Response to a Newspaper Advertisement

216 South Mercer, Apt. C  
Bowling Green, OH 43402  
January 10, 2009

Mr. Michael Adams, Superintendent  
Ann Arbor Public Schools  
2555 South State Street  
Ann Arbor, MI 48104

Dear Mr. Adams:

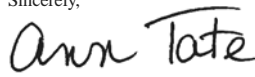
Having completed my student teaching experience with ninth through twelfth grade students at Bowling Green High School, I look forward to teaching mathematics at Ann Arbor Public Schools. According to the *Ann Arbor Daily*, Ann Arbor Public Schools have an excellent record of providing innovative educational programs to students K-12. During the past three summers, I worked in Michigan and became familiar with the community of Ann Arbor. As highlighted in the enclosed resume, my academic achievements, related teaching, volunteer tutoring, coaching, and work experience demonstrate my possession of the necessary qualifications to begin a rewarding teaching career.

Teaching mathematics, both as a classroom teacher and as a tutor, has given me the opportunity to communicate with students, faculty, parents, and administrators. I implemented a variety of teaching strategies including experiential games and small group learning centers, which helped students learn from one another and addressed students' diverse learning styles. A personal goal of mine is to teach mathematics by creating a non-threatening, enjoyable environment where optimal learning can take place for students.

Being an involved student and leader in various campus activities as well as working part-time throughout college required perseverance and strong time management skills. I am a dedicated, hardworking, and caring person. While teaching is a demanding career, I am confident that my college experiences have well prepared me to succeed.

I am interested in meeting with you to discuss my qualifications for the mathematics teaching position at Ann Arbor Public Schools. I will contact you within two weeks to arrange an interview at your earliest convenience. Thank you for reviewing my application and considering me for your teaching staff.

Sincerely,



Ann Tate  
Enclosures

## Letter of Application

979 Hall Avenue  
Lakewood, Ohio 44120  
July 7, 2009

John M. McNamara  
Human Resource Director  
Conference USA  
4564 Williamstown Drive  
North Olmsted, Ohio 44070

Dear Mr. McNamara:

As a graduate of the Bowling Green State University (BGSU) Sport Management Program, I am eager to use the skills and knowledge acquired through my degree and relevant experience in the field of sport management and marketing. I am a hard-working, enthusiastic individual with a passion to enter the sports industry, and I would like to be considered for the media relations/marketing position currently available at Conference USA.

Since completing my degree in May 2007, I have held several management positions in the areas of sport marketing/promotion and retailing. At Abercrombie & Fitch Co, I was promoted to an Assistant Management position within three months. In this position, I developed many skills including leadership, organization, presentation, and motivation of employees. Working in this fast-paced environment taught me discipline and the importance of providing high quality customer service.

During my senior year of college, I completed an internship with Hermes Sports & Events, a local sport and event management company in Cleveland. As an intern, I assisted with planning, organizing, and operating various events throughout the Cleveland area. The major project I worked on was the Huntington Bank Cleveland Corporate Challenge, a battle among businesses in Cleveland and the surrounding area. During the fall 2006 semester, I worked for the BGSU Department of Intercollegiate Athletics, where I assisted the Director of Sport Marketing with various tasks involving event operations and promotions. I have also volunteered for World Gym conducting new-member orientations, scheduling appointments, and selling new memberships. Through each position, I increased my understanding and knowledge of operational and organizational management. I am confident that my education, proven experience in project management, and leadership skills make me a strong candidate for your media relations/marketing position.

I would appreciate an opportunity to discuss this position and my candidacy in greater detail. I will contact you next week to arrange an interview at your convenience. I am available to relocate and begin work immediately. Thank you for your consideration of my resume.

Sincerely,



Dennis Krant

## Letter of Application

4000 Edinburgh Drive  
Virginia Beach, VA 23452  
April 20, 2009

Ms. Heather Lockness  
Associate Director of Residence Life  
John Carroll University  
University Heights, OH 44118

Dear Ms. Lockness:

I recently became aware of the Area Coordinator position open at John Carroll University through Dr. Carolyn Palmer, my College Student Personnel professor at Bowling Green State University (BGSU). After learning about the excellent career opportunities within Residence Life at John Carroll, I am writing to apply for this position. My resume is enclosed for your review.

This May, I will complete a Master of Arts in College Student Personnel at BGSU. The knowledge and experience gained through my graduate studies have prepared me to contribute to your team and facilitate student development within your learning communities. I currently work as a house director for Gamma Phi Beta Sorority, a position that has significantly enhanced my Residence Life programming skills. For example, when my staff realized various eating disorders were prevalent within the Greek Community, I collaborated with the chapter cook and nutrition peer educators to develop a program on healthy eating habits. The program received the residence hall honorary award. Additionally, I have significant advising experience working with a leadership retreat planning team and the Greek Independent Board (the Greek Council for the Latina sorority and Latino fraternity).

Prior to pursuing my graduate degree, I served as a Resident Assistant while an undergraduate at Old Dominion University where I developed my interpersonal communication and conflict mediation skills. Additionally, my experiences as a ropes course facilitator at Jewish Community Center Day Camp taught me group process and leadership skills, which I can teach to and apply with the student staff at John Carroll University.

I am interested in meeting with you to discuss my qualifications for and interest in the Area Coordinator position. I will contact you next week to schedule an interview at your earliest convenience or please feel free to contact me at (419) 372-2588 or ktracy@bgsu.edu. Thank you for considering my candidacy.

Sincerely,



Tracy Kraft

## Letter of Application

211 Indian Creek Road  
Weston, Ohio 43461  
May 4, 2010

Dr. Paul Smith, Principal  
The Detroit Public Schools  
3031 West Grand Boulevard  
Detroit, MI 48202

Dear Dr. Smith:

It has come to my attention that Detroit Public Schools has an expected opening for a Technology Coordinator. Please accept this letter and enclosed resume as my inquiry into a possible match of my skill set and the requirements for this position.

I am a doctoral candidate in the Leadership and Policy Studies program at Bowling Green State University. My cognate is in Technology Management, a topic reflected in my doctoral dissertation: *Leadership in the information age: How chief information officers manage information technology workers*. This investigation of the leadership behaviors of chief information managers is an attempt to contribute to the body of knowledge in the fields of organizational development, leadership studies, and technology management.

My previous research focused on the application of technology in distance education. For my master's thesis, I studied the relationship between adult students' measured learning styles and their preferred instructional methodology in a synchronous distance education environment. This research effort resulted in presentations at two national conferences, as indicated on my resume, and was the culminating experience for my Master of Education degree from Bowling Green State University.

Following my Master of Education degree, I worked as a Curriculum Director for a private educational content provider in the area of technology education. I worked with public, private, parochial, and charter schools in seven states in the Midwest to provide curricula, professional development, and instructional staff for their technology courses. This assignment helped me expand my understanding of how the decision making process at the local, state, and federal levels impacts educational systems and their ability to provide quality educational experiences to their students. It afforded me the opportunity to supervise a geographically dispersed instructional staff ranging from 15 to 30 instructors. This experience significantly increased my ability to provide effective and innovative educational leadership to the staff and to the schools I served in the areas of curriculum design, in-service professional development, and technology planning.

## Letter of Application

I have developed, delivered, and marketed instructor-led technology workshops to school personnel. These workshops were designed to provide novice and experienced teachers with the knowledge and confidence necessary to use and integrate computer and information technology in their classrooms and professional practices. To this end, I conducted training needs assessments and designed instructional events to meet each participant's needs. Instructional materials, ranging from handouts and participants' digital storage devices to multimedia presentations, were produced to reflect the technology available at each training site and to increase the use of the technology already available at the schools. I used post workshop evaluations to assess participants' satisfaction and progress with using technology in the classrooms.

This position also allowed me to develop cultural competencies in dealing with a diverse group of school personnel. During my tenure as a Curriculum Director, I interacted with urban, suburban, and rural school administrators and teachers who had unique and challenging needs. Many schools operated in low-income areas and required assistance in securing resources and recruiting faculty and staff members who could be effective under demanding circumstances.

Perhaps the experience best translating my familiarity with multi-ethnic and linguistically diverse populations, a population served by your school, was the position of teacher with Our Lady of Mercy School. I not only worked as a teacher in grades 5-12, but I also held a part-time administrative position as the Curriculum Supervisor for mathematics. In this capacity, I had the opportunity to design and deliver in-service workshops on the use of manipulative materials in the instruction of mathematics.

As my references indicate, my academic background and experiences will enable me to be an effective member of your technology group. I look forward to meeting with you to discuss how I can contribute to the district. I will call you on Thursday, May 10, in the afternoon to schedule an appointment.

Sincerely,



Luis Escobar  
Enclosures

Letter of Application  
(continued)



351 Sandy Lane  
Findlay, OH 45840  
March 1, 2009

Mr. Paul Wehrly  
District Manager  
Moore Wallace  
1335 Dublin Road, Suite 204-D  
Columbus, OH 43215

Dear Mr. Wehrly:

Does your company need a dynamic sales representative with proven experience identifying and developing sales accounts? If you do, I believe I am the person for the position recently posted on WorkNet with the Career Center at Bowling Green State University.

I offer the following qualifications:

- A Bachelor of Arts in Communications degree emphasizing Marketing and Sales Management. Through the College of Business, I completed courses in Professional Selling, Sales Management, Consumer Behavior, and Business-to-Business Marketing. I am extremely proud of my 3.5 grade point average.
- Two years of direct sales experience. As an independent dealer of textbooks for the Southwestern Company, I earned \$16,000 in three months during the summer of 2007. You will find that I am a self-starter who can work independently.
- Three years of leadership experience in my fraternity. I believe this demonstrates my ability to communicate effectively and motivate others to achieve organizational goals. Our chapter was nationally recognized for leadership development.
- A record of superior performance in my part-time and summer jobs. This is evidence of my ability to adapt to different tasks, situations, and environments.

After reviewing your company website, I am impressed by Moore Wallace's innovation in printing technology management and ambitious goals for future growth in market share. I will contact you within the next few days to follow up on my interest in your company and to request an interview. I look forward to speaking with you.

Sincerely,



Neil Adams

## Letter of Application

451 Frazee Avenue #12  
Bowling Green, OH 43402  
January 21, 2009

Jossey & Carrier Design Group  
110 West A Street  
San Diego, CA 92101

Dear Mr. Wilson:

Thank you for returning my telephone call so quickly. As I mentioned during our telephone conversation, I plan to relocate to San Diego after graduation and am interested in employment as an interior designer with Jossey & Carrier Design Group. Through my research for well-recognized design firms in San Diego, Tom Awbrey of Awbrey Cook McGill Architects gave me your company's information. An opportunity to contribute my well-developed work ethic, creativity, interior design training, and experience in a dynamic, team-oriented environment like Jossey & Carrier Design Group is my professional goal.

In May 2009, I will graduate from Bowling Green State University (BGSU) with honors and earn a Bachelor of Science in Interior Design. The fact that I have maintained a 3.76 GPA during my college career is evidence that I am a responsible, motivated, and creative individual interested in new ideas and projects. In spring 2008, I studied interior design in London, England, an experience of lifetime. I spent many days in various museums and buildings sketching different architectural structures from the ancient Greeks through the Renaissance to the present. I also gained an international perspective on design through experiences in residential and hospitality design studios in London. The classes in London focused on fine details and model building. For both studio classes, I was required to present a model along with the finished drawings. My coursework at BGSU focused on space planning, well-developed perspectives, axonometric, rendering, and board presentation. I believe my educational preparation for the field has been outstanding. It is my hope that I can contribute my knowledge of structure and design to develop intuitive design layouts for clients at Jossey & Carrier Design Group.

Thank you for taking the time to review my qualifications. The enclosed resume presents my background and experience in greater detail. I will follow up within two weeks to request an interview at your earliest convenience.

Sincerely,



Abby Jones

## Letter of Application

7908 Churchill Avenue  
Cleveland, OH 44890  
November 20, 2009

Mr. Howard Stone  
Creative Director  
Norman Malone Advertising  
552 Summit Street  
Akron, OH 44349


Dear Mr. Stone:

Thank you for the opportunity to interview with you on Friday, November 17, to discuss the position of copywriter at Norman Malone Advertising. I was quite impressed with the energy of your creative team and their enthusiasm about the agency's future. Learning about your media campaign for Gordon Foods was exciting and demonstrated the agency's creative approach to advertising. Norman Malone Advertising is a company with which I want to be associated.

Your description of the special qualifications needed to succeed in this position was especially interesting. I believe my background is an excellent match. My ability to work under pressure and meet tight deadlines has already been proven during my internship with David K. Burknep, Inc. As I stated at our meeting, I enjoy the challenge of a fast-paced, competitive environment where success is based on both individual and team achievements.

Again, thank you for considering me for the copywriter position. I look forward to the opportunity to contribute my skills as part of the Norman Malone Advertising team.

Sincerely,



Joseph Stein

## Thank You Letter

2977 Greenacres Drive  
Findlay, OH 45840  
April 20, 2010

Mr. Nieves Olvera  
Executive Director of Human Resources  
Houston Independent School District  
3310 Cummins Lane  
Houston, TX 77027

Dear Mr. Olvera:

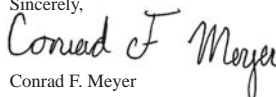
I sincerely appreciate the opportunity to interview with the Houston Independent School District at the Bowling Green State University's Teacher Job Fair. My interest in joining your faculty has grown even stronger, especially after learning more about your curricular innovations, extensive use of emerging technologies and learning systems in the classroom, and substantial commitment to professional development. I was also excited to learn about your structured orientation and mentorship program for beginning teachers.

As I mentioned during our interview, my education at Bowling Green State University was first-rate. I feel confident and well-prepared to begin my career as an Early Childhood Educator. One of the hallmarks of Bowling Green's teacher preparation program is the early and extensive involvement of education students in different school and community settings. As part of my academic program, I completed several field observations and methods experiences at rural, suburban, and urban schools districts. It was my exceptional my student teaching experience with Toledo Public Schools, however, that reinforced my desire to teach in a large urban school district. I am excited about the prospect of teaching for Houston Independent Schools and of living in a community so supportive of public education.

As requested, I have completed your online teacher's application. My student teaching evaluation and letters of recommendation will be forwarded to you electronically through my BGSU WorkNet account. Print copies of these documents are also included in the teaching portfolio I provided during our interview.

Thank you for considering my candidacy for a teaching position with your district. Should you have any questions, please do not hesitate to contact me at (419) 356-8855 or cmeyer@bgsu.edu. I look forward to hearing from you soon.

Sincerely,



Conrad F. Meyer

## Thank You Letter

114 Elm Street  
Bowling Green, OH 43402  
May 4, 2009

Julie Coolidge  
College Recruiter  
The Gap  
One Baker Avenue  
San Francisco, CA

Dear Ms. Coolidge:

Thank you for taking the time to interview me for the business analyst position with your Young Women's Division. After meeting with you, the Division Vice President, and several senior buyers, I am very excited about the possibility of joining The Gap's corporate buying team.

In our interview, you mentioned that the first priority for the new business analyst would be to create a database of companies in China with the technical expertise to design and manufacture your new line of graphic t-shirts and tops for juniors. I am a proficient user of Excel, Outlook, and other database applications. As an intern with JoAnn Fabrics, I developed several customized databases for their product development group. I believe that my dual degrees in Marketing and Supply Chain Management, prior retailing experience, and proven analytical and project management skills would enable me to become an effective and contributing member of your staff.

Again, thank you for the opportunity to interview for the analyst position. If you require any additional information to decide favorably on my candidacy, please feel free to contact me at (419) 354-2287 or [freddy@bgsu.edu](mailto:freddy@bgsu.edu). I hope to hear from you soon.

Sincerely,



Freddy Falcon

## Thank You Letter

2559 Clough Street  
Bowling Green, OH 43402  
October 4, 2009

J.T. Neuffer  
Senior Employee Relations & Development Specialist  
The Penton Media Company  
1300 East 9th Street, 20th Floor  
Cleveland, OH 44114-1503

Dear Mr. Neuffer:

Thank you very much for taking time to meet with me yesterday at the EXPO Job and Internship Fair at Bowling Green State University. I certainly appreciate your attention in the midst of so many students seeking internships and career positions with Penton Media.

You were extremely thorough in explaining the training program for Assistant Editors. Our conversation has affirmed for me that this is exactly the type of career in which I would thrive. My experience as Editor of *FYI Magazine* and a degree in Journalism, combined with the internships I have completed with the *Ohio Magazine*, make me an ideal candidate.

My understanding from our conversation is that the next step in the selection process is for me to meet with Mr. Steven, the Chief Editor of the *Welding Design & Fabrication Magazine*, at your company headquarters in Cleveland. I can meet with him any time it is convenient as my family lives in Shaker Heights and I travel home frequently. I am very excited about this opportunity and look forward to speaking with Mr. Steven.

Mr. Neuffer, thanks again for spending time with me at EXPO.

Sincerely,



Thomas J. Cox

## Thank You Letter

3399 Main Street  
Bowling Green, OH 42402  
March 3, 2009

Ms. April M. Simon  
Director of Human Resources  
First Enterprises, Inc.  
Suite 2000  
Washington, DC 22936

Dear Ms. Simon:

I am writing to follow-up on our telephone conversation last evening and to confirm my acceptance of your offer to join First Enterprises as a Systems Analyst. As we discussed, I will begin my employment on Monday, June 1, 2009 at an annual salary of \$48,000. It is my understanding that this offer includes your company's full benefits package and a \$2,000 allowance for relocation expenses. I look forward to receiving the formal offer of employment you will be sending and will sign and return the offer letter promptly.

This position is an excellent fit with my educational background, experience, and career goals and I look forward to working with your Information Technology Services group. Please let me know if you need any additional documents prior to my start date.

I look forward to seeing you on June 1.

Sincerely,



Brian Friedman

## Offer Acceptance Letter

1101 Teal Trail  
Bowling Green, OH 43402  
June 19, 2009

Mr. Richard L. Rupert  
District Manager  
Seagate Credit Management Services  
100 North Summit Street  
Toledo, OH 43604

Dear Mr. Rupert:

Thank you very much for your offer of employment as Management Trainee with Seagate Credit Management Services. I sincerely appreciate the time you spent with me discussing the position responsibilities, the structure of the management development program, and possible career paths with your company.

Throughout the entire interview process, I was impressed by the professionalism of your credit counseling team and their dedication to helping Seagate's clients reduce their outstanding debts and reestablish a good credit record. You have a great organization and there are many aspects of the employment opportunity that appeal to me. It is after much thought and careful deliberation, however, that I have decided to decline your kind offer. I have decided to accept another position that more closely matches my career goals and interests at this time.

Once again, I'd like to express my gratitude for the offer and wish you continued success at Seagate Credit Management Services. I hope our professional paths will cross again in the future.

Sincerely,



Tanya L. Russell

## Refusal of Offer Letter