

DeVry University Correspondence Sample Packet

Additional samples are available from DeVry Career Services. You may also access them online at www.kc.devry.edu/CareerServices.html

GENERAL OUTLINE FOR A COVER LETTER

Your Street Address
City, State Zip
Phone Number (optional)

Date of letter (month day, year)

Employer's Name (Mr./ Ms./ Mrs. First and Last Name)
Employer's Title
Company Name
Street Address
City, State Zip

Make the letter personable and enthusiastic and specific to the job description.

Subject: Application for Business Manager

(Note: If you have the contact person's name, the subject line is optional. If you have no contact, use the subject line instead of a salutation)

Salutation (Dear Mr./ Ms./ Mrs. Last Name:)

Introduction paragraph

Explain why you are writing. State how you became aware of the position, what position you are applying for, and why the position is attractive to you.

Body paragraph

Establish your credentials in relation to what the company is looking for in a candidate. Match yourself up to the employer's requirements. Use bullet points when possible to highlight your unique skills. Emphasize past accomplishments. Don't simply restate information that is on your resume – link your experiences and/or education to the company's needs. You can also add information not found on your resume, but relevant to the position for which you are applying.

Closing paragraph

Refer to your enclosed resume. Give salary expectations only if the employer requests that information. Provide *a range*, if possible. Ask for the opportunity to interview. Provide follow-up information as well as how the company can contact you (i.e. phone, pager, e-mail, etc.).

Sincerely,

Sign Your Name

Type Your First and Last Name

Enclosure

COVER LETTER EXAMPLES

John Smith

100 Sunny Lane
Kansas City, MO 64131
816-541-1234
johnsmith@yahoo.com

Mr. Larry Brown
Human Resource Manager
Help-You Sell Marketing
1290 N.E. 30th Terrace
Quincy, IL 62305-3119

May 12, 2005

Dear Mr. Brown:

In response to your advertisement in the March 15th edition of *The Kansas City Star*, I am submitting my resume for the Programmer/Analyst position. I note with interest how closely my training and areas of proficiency match the professional experience you are seeking.

Your Requirements

Programming/Coding

COBOL

CICS

My Qualifications

3 years of supervised hands-on experience developing skills in structured applications programming as well as the use of PC-based applications

Developed and documented 15 programs using COBOL

- Multiple-level control break logic
- Table processing, searches and sorts
- VSAM files
- Sequential and Random file processing
- Report Writer

Created CICS/VS Command-Level programs using COBOL and Basic Mapping Support screens

I would welcome the opportunity to discuss my qualifications more fully with you. With my skills and experience, I believe that I can contribute to the growth of your organization. I will contact you next Tuesday to discuss a convenient time to meet, or you can call me at 816-541-1234.

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

Sincerely,

Sign Your Name

John Smith

Enclosure

COVER LETTER EXAMPLES (continued)

YOUR NAME

Your Street Address
City, State Zip

Phone Number
Email Address

Henry David Thoreau
Software by Design
7549 S. Ridgeway Blvd., Suite 40
Highland, MO 67102

October xx, 2xxx

Subject: Application for Electronics Field Technician

Dear Mr. Thoreau:

In response to your recent recruiting flyer posted at DeVry University, I am submitting my resume for the position of Electronic Field Technician. The opportunity significantly correlates with my training and career objective.

I will receive my Associate of Applied Science in Electronics and Computer Technology from DeVry University this June. The curriculum at DeVry combines a thorough understanding of the fundamentals of electronics with laboratory experience. This has prepared me for the responsibilities of this position. As my enclosed resume outlines, I have extensive “hands-on” experience with troubleshooting and field service work.

In addition, I have experience in preparing and presenting proposals. In my current position, I train other employees and develop marketing materials. I am confident that I would be a positive addition to Software by Design.

I will call you to discuss my qualifications and set up a time to meet that is convenient for you. If, in the meantime, you need any additional information, please contact me at (816) 658-9045. Thank you for your consideration, and I look forward to talking with you.

Sincerely,

Sign Your Name

Type Your First and Last Name

Enclosure

E-MAIL COVER LETTER EXAMPLE

To: jlewis@artstones.com
Subject: Scott Smith, Web Developer – Entry Level, # 23679

Dear Ms. Lewis,

My professor at DeVry University, Dr. Jon Morgan, suggested that I contact you regarding the entry-level Web Developer position with your company. I completed all coursework toward the Bachelor of Science in Computer Information Systems as of March 23rd, so I could start in this position immediately.

Through my courses and hands-on projects at DeVry, I developed proficiency in MySQL, PHP, HTML, VBScript, JavaScript and .NET. Additionally, I recently completed a 12 week co-op at Stevens & Jones Destinations where, working as part of a team, I developed content management systems, created and optimized graphics, prepared updates to existing Web pages, and repaired broken links.

If chosen, I will successfully apply my acquired knowledge and skills to the position at ArtStones. I welcome the opportunity to discuss my qualifications and your Web Developer position in more detail. I may be reached at (916) 567- 7886 or e-mail at scottsmith@yahoo.com.

Thank you very much for your consideration.

Sincerely,

Scott Smith

Resume attached

GENERAL OUTLINE FOR A THANK-YOU LETTER

Your Street Address
City, State Zip
Phone Number (optional)

Date of letter (month, day, year)

Employer's Name (Mr. / Ms. / Mrs. First and Last Name)
Employer's Title
Company Name
Street Address
City, State Zip

Salutation (Dear Mr. / Ms. / Mrs. Last Name,)

Introduction paragraph

Thank the employer for the interview. State when the interview was and what position you interviewed for. Restate your career objective and how it relates to the position.

Body paragraph

Discuss what was talked about during the interview - - skills, experience, education, associations, etc. Match yourself up to the employer's requirements. Use bullet points when possible & link your experiences and/or education to the company's needs.

Closing paragraph

Again, state your thanks for the interview. Let the employer know that he/she can contact you if he/she needs additional information. Tell the employer how much you want the position. Provide follow-up information as well as how the company can contact you (i.e. phone, pager, e-mail, etc.).

Sincerely,

Sign Your Name

Type Your First and Last Name

THANK-YOU LETTER EXAMPLES

Mr. Joe Smith
Director of Personnel
G & G Associates
1401 W. 75th Street
Kansas City, MO 64113

June xx, 2xxx

Dear Mr. Smith:

I want to express my sincere thanks for the opportunity to interview for the Business Analyst position. Our discussion taught me more about your company and verified that G & G Associates is my primary career choice.

The fact that the job encompasses so many responsibilities and requires interaction between so many disciplines makes the position even more desirable. Being able to use my business education in a technical environment will allow me to grow as well as contribute to a successful company. You stated during our interview that G & G Associates wants individuals who seek intellectual challenge, think for themselves, and work well in a team. I demonstrated these skills both at school and in my internship program.

I am extremely excited about this position and the opportunity to work for G & G Associates. I appreciate your time and consideration and look forward to hearing from you. If you have any questions about my qualifications, please contact me at (816) 535-1010.

Sincerely,

Sign Your Name

Type Your Name

Your Street Address
City, State Zip

THANK-YOU LETTER EXAMPLES (continued)

Your Street Address
City, State Zip

October xx, 2xxx

Ms. Betty Grey
Systems Administrator
Tech-U-Serve
2349 N. 190th Street, Suite 700
Kansas City, KS 66290

Dear Ms. Grey,

I enjoyed meeting with you and your colleagues last Friday, May 7, 2xxx, to discuss the opening for a Technology Coordinator.

You described a position with flexibility, challenge, and the necessity to work independently. With my background in the PC Labs and as a Web Developer, I would welcome this work environment. As we discussed in our meeting, my experience supervising a team of 3 help desk employees at Computer Solutions prepares me to take on a leadership role at Tech-U-Serve. I also encourage you to view the website I developed for Computer Solutions at www.compsolutions.com.

Again, thank you for your time and consideration. I appreciate learning more about Tech-U-Serve through the company tour and your explanation of the organization's vision and mission. As we agreed, I look forward to following up with you by the end of next week, and can be reached in the meantime for any further information at 816-546-1259.

Sincerely,

Sign Your Name

Type Your Name

ACCEPTANCE LETTER EXAMPLES

Your Street Address
City, State Zip

October xx, 2xxx

Ms. Sara Green
Market Research Corporation
2890 W. Woodbridge Drive
Goodland, CO 84392

Dear Ms. Green,

I was pleased to receive your offer of employment, and I gratefully accept the position of Programmer Trainee at the starting salary of \$xx,xxx annually. As you requested, I will report to the Personnel Department at 8 a.m. on Monday, April 6th.

Thank you for making the opportunity to contribute to your company available. I believe that my employment with Market Research Corporation will be a mutually beneficial arrangement.

Sincerely,

Sign Your Name

Type Your Name

ACCEPTANCE LETTER EXAMPLES (continued)

Your Street Address
City, State Zip

October xx, 2xxx

Katie Johnson
Human Resources Manager
Heartland Bound Inc.
1574 Roe Ave., Suite 600
Overland Park, KS 66221

Dear Ms. Johnson,

Thank you so much for your call today, it is with great pleasure and excitement that I accept your offer of employment.

To confirm our conversation, I will begin work with Heartland Bound Inc. on July 8th, 2xxx in the capacity of Inventory Assistant at the beginning salary of \$xx,xxx annually. Initially, I will spend six weeks in Arkansas for training, then will return to handle the warehouse.

Again, thank you for the opportunity to work for Heartland Bound Inc. I will stop by your office in the next few days to complete the necessary paperwork.

Sincerely,

Sign Your Name

Type Your Name

SAMPLE REFERENCE LIST

Alice Doe

Street Address
City, State Zip
Phone #
Email

Professional References

Mr. John Doe
Controller
IFTC
1234 Wallace Avenue
Kansas City, MO 64106
(816) 555-4567
Email: jdoe@iftc.com

Ms. Kathi Johnson
Manager
Best Buy
4455 5th Street
Onaga, KS 66354
(913) 579-2469
Email: Kathi2@bestbuy.com

Faculty Recommendations

Written faculty recommendations available at DeVry Career Services, 816-941-0430 ext. 5200 (use only if you DO have some on file with your Career Advisor)

Personal References

(use only if you don't have at least 2-3 professional and/or academic references)

Mr. Sam Livingston
Scout Master, Troop 124
173 Main Street
Smalltown, MO 65821
(314) 375-9514
Email: sam_livingston@hotmail.com

Resignation Letter

Your Street Address
City, State Zip

October xx, 2xxx

John Smythe
Human Resources Manager
Speedway Computer Services
1578 Roe Ave., Suite 800
Overland Park, KS 66221

Dear Mr. Smythe:

Please accept this letter as notification of my resignation from the position of Computer Operator. My final day at Speedway Computer Services will be November 1, 200X.

Thank you for the opportunity to work with Speedway and gain valuable skills and experience in the IT field. I appreciate the opportunities to grow and develop professionally with the company. In my final days here, I will be available to assist in a smooth transition of my responsibilities.

Sincerely,

Sign your name

Type your name