



# Office of Career Development

## Cover Letters & Job Search

## Correspondence

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# Cover Letters and Job Search Correspondence

A cover letter is an essential part of your correspondence with an employer in your search for a job. When mailing a resume, you should *always* include a cover letter explaining why you are sending a resume. While the resume provides an overview of your background, the cover letter allows you the opportunity to highlight those aspects of your background that are relevant to the particular position you are seeking.

A cover letter is most effective when it is individually written for a specific organization. Letters should be addressed to a specific person. Names of contact people can be obtained from directories, organization literature or by calling the organization directly to ask for the appropriate person's name and title. A cover letter also gives the employer a sample of your writing skills.

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## GENERAL TIPS ON WRITING COVER LETTERS

Your street address  
City, State, Zip

Date of letter

Name of person you are writing (Mr./Ms.)  
Title  
Organization  
Street  
City, State, Zip

Dr. Mr./Ms. \_\_\_\_\_:

**OPENING PARAGRAPH:** Tell why you are writing. Name the position or general area of work that interests you. Indicate how you learned of the job and why you are interested in it. If you were referred by a person within the organization or career field, mention the contact's name and title.

**MIDDLE PARAGRAPH(S):** Cite your work experience, education, and skills which qualify you for the position. Focus on how your skills can fulfill the needs of the organization and allow you to make a contribution.

**CLOSING PARAGRAPH:** Refer the reader to the enclosed resume, which summarizes your qualifications. Close by making a specific request for an interview. Say that you will follow up with a phone call to arrange a mutually convenient time. Thank the employer for his/her time and consideration.

Sincerely,

*(Your handwritten signature)*

Type your name

Enclosure

## **SAMPLE COVER LETTER**

### *For a Specific Position*

600 Campus Drive #146  
Ripon, WI 54971

Date of Letter

Ms. Carmen Jacobson  
Editor In Chief  
Boston Globe  
121 E. Johnson Street  
Boston, MA 54817

Dear Ms. Jacobson:

The recent growth in the *Boston Globe's* reporting staff is impressive to me so it was with great interest that I read your advertisement in the Ripon College Career Office concerning your need for a court reporter. I will be graduating in May with a BA degree in English and have become interested in reporting from previous work experience and through contacts with professionals in the field.

As you can see from my resume, I have been actively involved in writing for various college publications as a feature writer, editor, and production assistant on a voluntary basis. I also worked as an intern with *The Ripon Commonwealth* covering local and campus events. These experiences have given me professional and practical experience in the field of journalism and would allow me to make an immediate contribution to your staff.

With the hope that a mutual interest develops, I would appreciate an opportunity to meet with you and discuss my qualifications as they relate to your department's needs. I will call you in a few days to see if we can arrange a meeting. Thank you for your consideration.

Sincerely,

*(Your handwritten signature)*

Type your name

Enclosure

## **SAMPLE COVER LETTER**

*For a Particular Field/an Unspecified Position*

600 Campus Drive #465  
Ripon, WI 54971

Date of letter

Ms. Mary Hielke  
Assistant Dean  
Woods College  
Chicago, IL 60606

Dear Ms. Hielke:

My experience as a residence hall staff member for the last two years has created an interest in student services and provides me with the skills needed for work in residential life. I will graduate from Ripon College with a Bachelor's degree in Psychology and am seeking a position in residential life at a small, high caliber liberal arts institution such as Woods College. I am especially drawn to Woods because of the availability of small student residence halls, which provide opportunities for a cohesive living and learning atmosphere.

As my resume indicates, I have developed strong leadership, managerial and programming skills while being a resident assistant at Ripon College. Should an opening occur at Woods College, I would very much like to be considered.

I plan on being in Illinois from March 15 to March 20 and would welcome the opportunity to speak with you about any anticipated vacancies. I will call you later this month to see if a mutually convenient time can be arranged. Thank your for your time and consideration.

Sincerely,

*(Your handwritten signature)*

Type your name

Enclosure

## **SAMPLE COVER LETTER**

*For a position that you would like to have but do not know of a specific opening*

600 Campus Drive #188  
Ripon, WI 54971

Date of letter

Mr. Thomas Hill  
Editor in Chief  
Milwaukee Journal  
121 E. Johnson Street  
Milwaukee, WI 54817

Dear Mr. Hill:

I am writing to inquire about a reporter position with the *Milwaukee Journal*. I will be graduating in May with a BA in English and have become interested in reporting from previous work experience and through contacts with professionals in the field.

As you can see from my resume, I have been actively involved in writing for various college publications as a feature writer, editor, and production assistant on a voluntary basis. I also worked as an intern with *The Ripon Commonwealth* covering local and campus events. These experiences have given me professional and practical experience in the field of journalism and would allow me to make an immediate contribution to your staff.

With the hope that a mutual interest develops, I would appreciate an opportunity to meet with you and discuss my qualifications as they relate to your department's needs. I will call you in a few days to see if we can arrange a meeting. Thank you for your consideration.

Sincerely,

*(Your handwritten signature)*

Type your name

Enclosure

## NETWORKING LETTER

600 Campus Drive #588  
Ripon, WI 54971

Date of letter

Ms. Anna Stevens  
Vice President, Bank Operations  
Milwaukee Trust Company  
111 Wisconsin Avenue  
Milwaukee, WI 54201

Dear Ms. Stevens:

Dr. Murphy, Professor of Economics at Ripon College, suggested that I contact you. She thought that you would be in an excellent position as an Alumna to assist me with a career decision.

As an economics major interested in banking, I am exploring which specific career path to follow. Commercial lending, financial planning and credit analyst work all sound interesting to me at this point. My goal is to get a clear sense of direction before I begin my job search next semester. Therefore, I am trying to get a feel for what to expect as I examine these career paths in greater detail.

I know you must be very busy, but I would really appreciate a few moments of your time. I will call you next week to see if we can arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely,

*(Your written signature)*

Type your name

Enclosure

## THANK YOU LETTER

626 Maple Street  
Ripon, WI 54971

Date of letter

Mr. Mark Connel  
Director of Staffing  
Appleton Social Services  
1010 E. College Avenue  
Appleton, WI 54915

Dear Mr. Connel:

I want to thank you very much for interviewing me yesterday for the social worker position. I enjoyed meeting you and learning more about our operation.

My enthusiasm for the position and my interest in working for Appleton Social Services were strengthened as a result of the interview. I believe my education and internship experience fit nicely with the job requirements, and I feel certain I could make a significant contribution to your organization over time.

I want to reiterate my strong interest in the position and in working with you and your staff. If I can provide you with any additional information prior to your making a final selection, please feel free to call me at (920) 748-8117.

Again, thank you for the interview and your consideration.

Sincerely,

*(Your written signature)*

Type your name

Enclosure



## ACCEPTANCE LETTER

317 Thorne Street  
Ripon, WI 54971

Date of letter

Ms. Karen Heyerdahl  
Recruiting Specialist  
Milwaukee Public Museum  
Milwaukee, WI 54202

Dear Ms. Heyerdahl:

I am writing to confirm my acceptance of your employment offer of April 16 and to tell you how delighted I am to be joining your staff. The work is exactly what I have prepared for and hoped to do. I believe I can make a significant contribution to the organization and am grateful for the opportunity you have given me.

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

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

Sincerely,

*(Your handwritten signature)*

Type your name

## WITHDRAWAL LETTER

600 Campus Drive #585  
Ripon, WI 54971

Date of letter

Ms. Jane Vondracek  
Manager of Staffing  
Couples Department Store, Inc.  
519 Bargain Drive  
Green Bay, WI 50714

Dear Ms. Vondracek:

I am writing to inform you that I am withdrawing my application for the management trainee position. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered an assistant purchasing manager position with a clothing specialty store 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 your position. I enjoyed meeting you and learning about the innovative marketing strategies you are planning. I wish you and your staff well.

Sincerely,

*(Your handwritten signature)*

Type your name

## **REJECTION OF OFFER LETTER**

600 Campus Drive #257  
Ripon College  
Ripon, WI 54971

Date of letter

Mr. Michael Jacobson  
Vice President  
Bain Chemicals  
100 West State Street  
Madison, WI 54810

Dear Mr. Jacobson:

Thank you for offering me the Lab Research position with Bain Chemicals. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a fine company 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 I believe it is the appropriate one for my career at this time.

I want to thank you for your consideration and courtesy given to me. Please accept my very best wishes for a successful future. It was a pleasure meeting you and your staff.

Sincerely,

*(Your handwritten signature)*

Type Your Name