
Job Search Correspondence

Throughout your job search, you will be corresponding with employers through cover letters, thank-you letters, acceptance letters (accepting an employment offer), or rejection letters (declining an employment offer). You will often make your first impression with an employer through your writing and you will want that impression to be outstanding. Correspondence, whether an email or hard copy letter, should be professional, tailored, concise, and well-written.

Sample Cover Letter Format

Your full name
Street address
City, State and ZIP

Date

Contact Name
Title
Company or Organization Name
Street address
City, State and ZIP

Dear _____:

(Paragraph 1) State your reason for contacting this organization (i.e., the position you are seeking and the department, how you learned about the available job). Include: I am enclosing/ attaching my resume for your consideration.

(Paragraph 2) Describe your specific interest in the position, field of work, company, etc. Relate your interest, skills, and abilities to the organization you are contacting. Highlight the elements of your background which relate to the position. Use action verbs to connect your experiences to the job description.

(Paragraph 3) Express a desire to arrange an interview. For local firms, tell them you will contact them in a week or so to arrange an appointment. For firms at a distance, suggest a time you will be in their area, or suggest an appointment with a local office. Indicate how you can best be reached and thank the reader for his or her consideration.

Be direct—expect an interview.

Sincerely,

Your Signature Here

Type your full name

Attachment or Enclosure