

Sample Cover Letters, Emails and Employment Letters

General Sample Cover Letter/Emails

Dear Mr. Eisenberg:

As a student at Carnegie Mellon University majoring in Professional Writing, I am writing to apply for a summer internship in Promotions or Public Relations. In addition to pursuing a BS in Professional Writing, I am also minoring in Multimedia Production and preparing for a career on the broadcasting industry. I have developed skills in document production, media promotion, interviewing, and editing.

As indicated in my resume, I have the strong interpersonal, oral communication, and writing skills to qualify for a position in Promotions or Public Relations. I have developed and demonstrated these skills through a promotional project I did for an upper level class entitled *Writing and the Public Interest*. After extensive research and interviewing, I wrote a model press kit and conducted a full press conference for a Carnegie Mellon Outreach Program called *Role Models*. Additional experience in promotions includes working as head of fundraising for *ISA International* at Boston University. At BU, I interacted with the Boston media and business sectors while working to fund a fashion show, an international conference, and a soccer tournament. As an executive of the club I worked on marketing, including a promotional event hosted at *Avalon* in Boston in 20XX.

As a resident of Massachusetts, I am familiar with Greater Media Cable. I will contact you next week to discuss internship opportunities at your company. Thank you for your time and consideration.

Sincerely,

Your Name

Dear Mr. Fields:

I am a junior majoring in Electrical and Computer Engineering at Carnegie Mellon University. I recently met with Bill Jones, a Control Designer at Hewlett-Packard's Fort Collins, Colorado Unit. He recommended that I bring the attached resume to your attention. I would appreciate if you accepted this message as an application for an intern position on your design team.

Over the past few semesters, I have taken several classes that have broadened my background in digital design. These courses familiarized me with the techniques used to abstract and organize complex computational devices and behaviorally simulate their models. In addition, I gained experience in low-level circuit simulation techniques and VLSI layout. The list of CAD tools I've used includes Cadence Design Studio, Verilog, MAGIC, and Spice.

My last internship at Microsoft Corporation provided me with an opportunity to make a significant contribution to a large, dynamic project. While on the Outlook Web Access team, I learned to coordinate my individual efforts with the other highly motivated people around me. I developed strong organizational and team oriented skills. I am confident that these abilities would serve me well on your design team.

As stated earlier, I am very interested in integrated circuits and feel that I could contribute to the efforts of your design team. I would appreciate the opportunity to discuss my qualifications and your summer employment opportunities in more detail. I can be contacted at 412-268-1111 or ece+@andrew.cmu.edu. I look forward to hearing from you.

Sincerely,

Your Name

Dear Dr. Dennis:

I am writing in response to your email concerning summer opportunities in Asia with A. Great Company. As a junior at Carnegie Mellon University double majoring in Industrial Administration and Economics, I am very interested in the fast paced world of investment banking. I believe my business education, wide range of work experience, and success in managing my finances provides me with a valuable understanding of the financial world of A. Great Company.

As the Assistant Recruiting Coordinator at the Career Opportunities Center, I operate in a complex work environment. My day typically consists of last minute scheduling of students, and corresponding with recruiters via fax, phone and email to verify and confirm schedules, and to ensure up-to-date information for everyone. It is my ability to provide practical solutions to the many problems that I encounter that make me successful.

Balancing school along with work, in order to support myself, has been a constant challenge, and has taught me many valuable lessons about time management and self-motivation. I place just as much effort in budgeting my monthly expenditures and up-keeping my apartment as I do into performing my duties at the Career and Professional Development Center.

I am a team player and an active contributor in all that I do. My fluency in Cantonese, professionalism in the office, and ability to work under pressure are a perfect match for A. Great Company. I believe that I will succeed as well as thrive in the global world of constant innovation and change.

I look forward to meeting with you to discuss how I can contribute to A. Great Company. Until then, if you have any questions, feel free to give me a call at (412) 555-1212.

Sincerely,

Your Name

Dear Ms. Johnson:

I am writing in response to the job opportunity posted by A. Good Company for a Legal Reader/Research Assistantship on TartanTRAK. As a senior at Carnegie Mellon University, I will be graduating this May with a double degree in Psychology and Ethics, History & Public Policy and a double minor in Architecture and Architectural Technology. I am very interested in law and, in the future, hope to pursue a degree in law. I believe that my wide range of work experience in fast paced environments, my knowledge in human behavior and conflict resolution, and my interests in policy will allow me to easily adapt and interact with diverse groups of individuals.

As a supervisor and a lifeguard at Carnegie Mellon University, it is requested of me on a daily basis, to not only serve as a liaison between the staff and upper management, but to also serve as a representative of the

University as a whole. By doing this, I consistently enforce rules, quickly make decisions, and solve problems and issues between patrons and campus workers. I work well under pressure, articulate, and delegate responsibilities and believe I am an effective communicator. Each of these qualities has made me a successful supervisor and an excellent fit for the Legal Reader/Research Assistantship position at A. Good Company.

During college breaks, I have the opportunity to work at an architecture firm drawing and designing residential and corporate spaces. With its fast pace demands and deadlines, working at an architecture firm allows me to use my creative talents, as well as my analytical abilities to get the job done. I find it easy to collaborate with other designers, architects or engineers on large projects or independently on smaller projects. Through this experience, I am able to demonstrate my ability to work well on a team in addition to my success when working individually with clients.

I believe that I will thrive in the global corporate world of constant innovation and change. I look forward to discussing my qualifications with you and how I can contribute to A. Good Company in the Washington DC office. Attached is my resume for your review. If you have any questions, feel free to contact me by e-mail "goodstudent@yahoo.com" or by phone (555)-444-4321.

Sincerely,

Your Name

Samples of Other Messages

Thank you for interview

Dear _____:

I appreciated the opportunity to talk with you on *(date)*. The information you shared with me about *(organization name)* was excellent, and I am excited about the possibility of applying my education and experience to the position we discussed.

(In the second paragraph, you may want to highlight a specific topic you discussed during the interview or indicate some skill/experience that will set you apart from the other applicants.)

If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

Your name

Thank you for Plant/Office Visit

Dear _____:

Thank you for your letter of *(date)* suggesting a plant/office visit at *(time)* on the following dates: *(list dates)*.

The most convenient date for me would be *(date)*. I will arrive at your office at *(time)*.

Attached is a copy of my resume, along with the application for employment. *(if applicable)*.

I appreciate the opportunity to visit your plant/office. I am very interested and eager to learn more about possible employment opportunities with *(organization name)*.

Sincerely,

Your name

Follow-up Email

Dear _____:

I received your letter telling me that it is too early to determine if there will be any management trainee positions available with your company next spring.

Because of your industry leadership role and the outstanding reputation enjoyed by your training program, I am very interested in being seriously considered for a career entry opportunity with *(organization)*.

I will, therefore, telephone you on or about *(date)* to determine if you will be selecting any candidates next year for your program.

I am pleased you are retaining my resume in the interim. Please let me know if there is any additional information or documentation you require from me.

Sincerely,

Your name

Follow-up of Interview

Dear _____:

Thank you for the opportunity to visit your office yesterday and to be interviewed by several of your managers at that time. The day was very hectic,

but extremely informative and only intensified my wish to be one of the candidates selected for your Management Training Program this year.

I realize that your selection procedure requires that you have second interviews with all candidates who clear your campus screening process before you make a final choice of those who will receive offers. Accordingly, I will not expect to hear from you concerning my candidacy for three to four weeks.

As you suggested, attached is your travel expense form on which I have detailed the expenses I incurred in conjunction with my visit. I look forward to hearing from you next month and I earnestly hope that I will be one of the applicants receiving an offer of employment from you.

Sincerely,

Your name

Confirming Site Visit Invitation

Dear _____:

I was very pleased to receive your telephone call earlier today inviting me to visit your offices (*date*) for further interviews with representatives of your company.

As you suggested, I have made airline reservations for this trip and will arrive at Center City Airport on USAir flight no. 55 at 5:00 PM, Wednesday, January 21. My return flight to Pittsburgh is at 6:00 PM, January 22. When I arrive at Center City Airport, I will pick up the rental car reserved for me and will travel to the Midtown Hotel where a guaranteed reservation has been made in my name. I will arrive at your office at 8:00 AM on the 22nd. It is my understanding that the airline, auto rental and hotel charges will be billed directly to your office.

Needless to say, I am very happy to have been selected for this site visit and interview. I am genuinely interested in (*name of employer*) and excited about the opportunity to learn more about it on a firsthand basis.

Sincerely,

Your name

Declining an Offer

Dear _____:

After carefully weighing all aspects of your employment offer with (*name of employer*), I must respectfully decline the opportunity to accept employment with your organization at this time.

The decision has not been easy for me, and I hope I have made the correct choice. You have been very patient, fair and generous with your time; I can honestly say that I have nothing but the most favorable feelings toward (*name of employer*).

Thank you for your courtesy and consideration.

Sincerely,

Your name

Confirming an Offer

Dear _____:

I was pleased to receive your letter of (*date of correspondence*) in which you offered me a position as a Junior Systems Analyst in your Customer Services Division at a salary of \$ XXXX per month.

In your letter you stated that this offer will remain open for my consideration until April 1. I am confident that I will be able to give you my decision regarding this offer on or before that date.

It was thoughtful of you to arrange for a month long subscription to your online newspaper for me. That and other publications about (*name of employer*) and the surrounding community will be very helpful to me as I consider your offer.

Sincerely,

Your name

Request for Extension of Time

Dear _____:

It has become necessary for me to request a few additional days to respond to your offer of employment. In your email, you stated the offer would remain open for my consideration until (*deadline*). It would be most helpful if this expiration date could be extended to April 7.

The position you offer is very appealing to me and I am giving it serious attention. There are other employers, however, whom I have been in contact with earlier this year, and who will soon decide upon my candidacy. In fairness to the employer whose offer I select and to myself, I wish to make this choice with the best information available to me and without having second thoughts about the wisdom of my decision.

I will contact you a few days before (*deadline*) to see if you are able to approve this request.

Sincerely,

Your name

Rejection of Offer

Dear Mr. Lee:

It has been a pleasure getting to know you, Barbara Jacobs, and Howard Chapin these last few weeks, and I am deeply grateful for the potential opportunity to work with you at ISI. However, after careful consideration, I have decided to accept a position at another company.

I want you to know that my decision was not easy. Although I was interested in working for ISI, I feel the position I accepted leads more directly towards my career goals.

Thank you very much for your fine offer. I hope we have the opportunity to work together in the future.

Sincerely,

Your name

Response to Rejection Letter

Dear Ms. Alvarez:

Thank you for considering me for the position of Accounting Supervisor. I am disappointed that you selected another candidate for the position because I feel strongly that my skills and experience closely match your company's needs and requirements.

My interest in working with GSA Manufacturing continues and I would like to be kept in mind for future positions. If you hear of an opening in an associate's organization please pass along my resume.

I would be grateful if you could provide me any feedback on my qualifications or my presentation. I really enjoyed meeting with you and would like to meet or talk again if you have time in the near future.

Sincerely,

Your name