

1. SAMPLE APPLICATION LETTER

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Contact Name
Title
Company Name
Address
City, State, Zip Code

Dear Contact Person:

I'm writing to express my interest in the Web Content Specialist position listed on Monster.com. I have experience building large, consumer-focused health-based content sites. While much of my experience has been in the business world, I understand the social value of the non-profit sector and my business experience will be an asset to your organization.

My responsibilities included the development and management of the site's editorial voice and style, the editorial calendar, and the daily content programming and production of the web site. I worked closely with health care professionals and medical editors to help them provide the best possible information to a consumer audience of patients. In addition, I helped physicians learn to utilize their medical content to write user-friendly, readily comprehensible text.

Experience has taught me how to build strong relationships with all departments at an organization. I have the ability to work within a team as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements, work with the development department to implement design and functional enhancements, and monitor site statistics and conduct search engine optimization.

Thank you for your consideration.

Signature

FirstName LastName

2. SAMPLE PROSPECTING LETTER

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Contact Name
Title
Company Name
Address
City, State, Zip Code

Dear Mr./Ms. LastName,

I am interested in finance and I would like to inquire about positions at ABD Company. ABD's Professional Leadership Program has been recommended to me as one of most highly regarded corporate finance training programs in the industry. I would be interested in learning more about the company and about available opportunities.

I have a Bachelor's Degree in Accounting from XYZ University. In addition, I completed two internships focusing on finance and spent a summer work for DEF Corporation at its New York City headquarters.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the leadership program with you and to provide further information on my candidacy. I can be reached via my cell phone, 555-555-5555 or by email at bbbb@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Your Signature

Your Typed Name

3. SAMPLE NETWORKING LETTER

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Contact Name
Title
Company Name
Address
City, State, Zip Code

Dear Mr. Contact,

I was referred to you by Diane Smithers from XYZ company in New York. She recommended you as an excellent source of information on the communications industry.

My goal is to secure an entry-level position in communications. I would appreciate hearing your advice on career opportunities in the communications industry, on conducting an effective job search, and on how best to uncover job leads.

Thanks so much, in advance, for any insight and advice you would be willing to share. I look forward to contacting you early next week to set up a telephone informational interview. Thank you for your consideration.

Sincerely,
YourFirstName