

# DEPAUL UNIVERSITY

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CAREER CENTER



## Job Search Letters

*This resource can guide you through the process of creating your first job search letters. The first page gives you an overview of the key elements of successful cover letters. Samples of different types of letters, including traditional cover letters, prospecting letters, networking letters, thank you letters, and other forms of job search correspondence follow. The final sample illustrates how to use a job description to inform an effective cover letter.*

*In addition to this resource, Peer Career Advisors are available at the Career Center on a walk-in basis to answer questions and review drafts.*

## Key Elements of Successful Cover Letters

Your present address  
City, State, Zip Code

Today's date

Individual's First & Last Name  
Title  
Company  
Street Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

**Introduction:** Indicate the reason for writing, the specific position or type of work for which you are applying and how you learned of the opening (career center, name of publication or website, friend, employment service, etc.).

**Body:** (One to three paragraphs) Mention why you are interested in the position, the organization, its products or services; above all, indicate what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have had some practical work experience, point out the specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume. Refer the reader to the enclosed resume or application, which summarizes your qualifications, training and experience. As much as possible, try to tie your qualifications to the employer's needs, particularly those expressed in the job description.

**Conclusion:** In the closing paragraph, indicate your desire for a personal interview. You may want to suggest alternative dates and times or simply advise the employer of your flexibility as to the time and place. Repeat your contact information in the letter and offer any assistance to help in a speedy response. Finally, close your letter with a statement or question that will encourage a response. For example, say you will be in the city where the organization is located on a certain date and would like to set up an interview. Or, ask if the company will be recruiting in your area.

Sincerely,

*(Your neatly handwritten signature here)*

Your name typed

Enclosure (this signifies that other documents, such as a resume, are enclosed with the letter)

**SAMPLE 1: Cover Letter**

123 Main Street  
Chicago, IL 60600

January 20, 2008

Valerie Jones  
Editorial Director  
Red Ink Press  
123 42nd Street  
New York, NY 10000

Dear Ms. Jones,

I am responding to your advertisement in *The New York Times*, which lists an open Assistant Editor position at Red Ink Press. I believe that my Bachelor of Arts in Journalism and freelance experience have allowed me to develop the qualifications for this position, and would like to submit my resume for consideration.

As you can see from my enclosed resume, I have written for several local publications as a freelance contributor. For your convenience, I have also enclosed a few writing samples in order to give you an idea of my style and range. Additionally, I am proud to have gained editorial experience during my time as an Editor for the *DePaulia*, a weekly college newspaper with a circulation of 5,000.

Furthermore, I am familiar with the accounting industry, having worked part-time for a CPA while I was in college. This background will undoubtedly prove useful in understanding the needs and the perspective of your professional audience, who rely on your publications for insight into trends in the accounting industry.

Thank you for your consideration. I look forward to the possibility of speaking with you further about this position and can be reached at (312)123-4567.

Sincerely,

Mike Vasquez

Enclosures

**SAMPLE 2: Cover Letter**

15 Elm Street  
Chicago, IL 60614

May 20, 2008

Victor Rejman  
Director, Information Technology  
Action Company, Inc.  
15 Main Street  
Chicago, IL 60610

Dear Mr. Rejman:

Having viewed the information technology associate position that is currently posted with DePaul University's Career Center, I believe that my education and experience make me a highly qualified candidate for this opportunity. I am proud to have recently earned a Bachelor of Science in Information Technology from DePaul University and am confident in my ability to make valuable contributions to your company.

Some of my prior experience includes a technology support internship with ABC Company. Working out of ABC's London location, I coordinated a large-scale software update project, completing updates for 200 workstations within one month. As a result of this success, I was given additional assignments from ABC, which culminated in a technical research project. At the end of the internship, I presented my findings to several of the organization's vice presidents and received an award for best project work by an intern.

Additionally, I offer sales and leadership experience gained through employment as a retail sales associate at Banana Republic and as a resident advisor at DePaul University. I am also fluent in Spanish and proficient in all major programming languages.

I am excited about your organization's plans for global expansion and am confident that my skills and knowledge of information technology will help Action Company, Inc. achieve its objectives. It would be my pleasure to discuss your needs and explore how I can contribute to your technology team. My resume is enclosed for your review, and you may reach me at 773-555-5555, or by email at esimmons@gmail.com.

Sincerely,

Eloisa Simms

Enclosure

### **SAMPLE 3: Prospecting Letter**

2343 South Avenue  
Chicago, IL 60614

February 12, 2008

Giada Rossi  
Special Programs Assistant  
Marion County Family Court Wilderness Challenge  
303 Center Street  
Marion, VA 24560

Dear Ms. Rossi:

As a junior at DePaul University, I am working toward a Bachelor of Arts in Political Science and am seeking an internship for the upcoming summer. While researching opportunities in the field of criminal justice and law, I found that your program works with many of the populations that I would like to serve. Therefore, I am writing to inquire about the possibility of securing an internship with your department.

Having reviewed your website, it seems that being able to conduct research, provide critical input, serve diverse populations and work independently are among the skills that are important to the work your staff conducts. My experience and education have allowed me to develop these qualities, leading me to believe that I would be a good fit for your needs. For example:

- I worked as a crisis hotline assistant for a local intervention center. In this role, I counseled teenagers about personal concerns and referred them, when necessary, to appropriate professional services for additional help.
- I have been active at my university as a Resident Hall Advisor, which required me to establish a relationship with over fifty residents and advise them on personal matters, as well as university policies. Additionally, I developed social and educational programs each term for up to two-hundred participants.

I will be in the Marion area during my spring break, March 16 - March 20. If you are available, I would appreciate the opportunity to speak with you regarding internship opportunities. While I will connect with you closer to that time, please feel free to contact me at (312)123-4567 with any questions. Thank you for your consideration.

Sincerely,

Katia Moldovski

**SAMPLE 4: Career Changer Prospecting/Networking Letter**

1428 Main Street  
Chicago, IL 60601

May 29, 2008

Alaina Netland  
VP Business Development  
Clear Blue  
400 N. State Street  
Chicago, IL 60610

Dear Ms. Netland:

I am writing to you as a fellow graduate of DePaul University and would sincerely appreciate any insight you could provide regarding possible opportunities at Clear Blue. I have been working in sales for almost five years and am now looking to transition into the human resources field at a company such as yours. Although successful in my sales career, I have realized that the aspects of my work that I am most skilled at and find most rewarding are my human resources-related duties. The following offers a few highlights of my qualifications:

- **Solid foundation in HR affairs:** As Senior Account Executive, I have been responsible for a number of HR functions, including recruiting, interviewing, hiring, and training new employees. A quick learner of complex concepts and legal issues, I am eager to broaden these skills.
- **Dynamic communication style:** I am skilled in building relationships, accomplishing group consensus, and promoting a shared sense of purpose. I am known for my ability to quickly establish trust with employees, mediate disputes, and motivate others into action.
- **Experience in corporate training:** A constant throughout my sales career has been my passion for the design and delivery of staff development programs. I am comfortable and experienced in giving both large and small-group presentations. I have conducted hundreds of training seminars for diverse audiences across all organizational levels.

If you know of anyone within Clear Blue who might be seeking someone with my qualifications, I would be very grateful for your referral. I would also welcome the opportunity to speak with you and can be reached at 773-123-4567. Finally, I am enclosing my resume in order to provide you with additional details regarding my background.

Thank you in advance for any assistance you may be able to provide.

Regards,

Carla Hernandez

Enclosure

**SAMPLE 5: Networking Letter**

232 College Row  
Chicago, IL 60610

January 28, 2008

Hanes Raprock  
Director  
Museum of Contemporary Art  
220 E. Chicago Avenue  
Chicago, IL 60611

Dear Mr. Raprock:

Henry Poulet, the Director of Cultural Development at the Louvre, suggested I contact you to ask for advice about pursuing a career in fine arts administration. I had the pleasure of working with Mr. Poulet last summer through an internship sponsored by the University of America, and found the work to be stimulating and well-suited to my talents. Mr. Poulet suggested that a discussion with you would be an excellent first step as I set out to explore my intended career path.

Please let me know if you would be able to have a 30 minute conversation with me regarding your career. I would greatly appreciate any advice you would be willing to share. I can be reached via email at dgiffin@yahoo.com, or (123) 456-7890. I look forward to hearing from you.

Sincerely,

Daniel Griffin

**SAMPLE 6: Networking Letter**

2400 North Avenue  
Chicago IL 60614  
(540) 555-1123  
J\_Walker@aol.com

January 23, 2008

Dominic G. Webb  
Associate Director  
Delon Hampton & Associates  
800 Smith Street, Suite 720  
San Diego, CA 12345

Dear Mr. Webb:

I will be graduating from DePaul University with a Bachelor of Arts in Art with a concentration in Design in June 2008. Currently, I am researching potential career paths and employment opportunities in the San Diego area. I obtained your name from DePaul University's Alumni Sharing Knowledge (ASK) program and appreciate the fact that you volunteer to help students who are exploring career paths in your area of expertise. I hope that your schedule will permit you to provide me with some advice.

I am particularly interested in learning about the field of logo design and understand that your firm does work in this area. I am also interested in learning how the designers in your firm began their careers. My resume is enclosed to give you some information about my background and project work.

I would like to arrange a time to speak to you by telephone, or perhaps visit your office, if that would be convenient. I will contact you by phone in the next week to inquire about your availability during the week of February 21<sup>st</sup>, which is when I will be in the San Diego area. Please also feel free to contact me at (540) 555-1123. I appreciate your time and consideration of my request and I look forward to speaking with you.

Sincerely,

Jacob Walker

Enclosure



**SAMPLE 7: Networking Follow-Up/ Thank You Letter**

March 3, 2008

Adriana Whitson  
Managing Director  
Garza & Associates  
800 K Street, N.W., Suite 720  
Washington, DC 20001-8000

Dear Ms. Whitson:

Thank you for taking time from your busy schedule to meet with me last Tuesday. I enjoyed our visit and found it helpful to learn about the current projects of Garza & Associates, as well as the career paths of several of your staff members. I appreciated your review of my portfolio and am thankful for your encouragement regarding my career plans.

Based on what I learned during my visit to your firm and other research I have conducted, I am very interested in being considered for employment with your organization in the future. As you saw from my portfolio, I have developed strong skills in the area of historical documentation and believe this to be a good match for the types of projects in which your firm specializes. I have enclosed a copy of my resume to serve as a reminder of my background, some of which I discussed with you when we met.

As I conclude my studies and prepare to graduate in the next few months, I will stay in contact with you in hopes that there may be an opportunity to join your firm. Thank you again for your generous help.

Sincerely,

Min Xiao  
2400 North Avenue  
Chicago, IL 60614  
(540) 555-1123  
MXiao@aol.com

Enclosure

**SAMPLE 8: Interview Follow-Up/ Thank You Letter**

400 South Avenue  
Chicago, IL 60614  
(540) 555-1111  
mboles@depaul.edu

January 26, 2008

Ms. Glenna Wright  
Human Resources Manager  
Fashion Department Store  
2000 Line Drive  
Fairfax, VA 22030

Dear Ms. Wright:

I enjoyed interviewing with you during your recruiting visit to DePaul University on January 25th. The management trainee program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a Bachelor of Science in Marketing. Through my education and experience, I have gained many skills, as well as an understanding of retailing concepts and ways of interacting with the general public. As we discussed, I have five years of work experience in the retail industry in positions ranging from Sales Clerk to Assistant Department Manager. I hope that you will agree that my education and work experience would complement Fashion Department Store's management trainee program.

I have enclosed a copy of my college transcript and a list of references per your request. Thank you again for the opportunity to interview with Fashion Department Store. The interview served to reinforce my strong interest in becoming a part of your management team. I can be reached at (540) 555-1111 or by email at mboles@depaul.edu should you need additional information.

Sincerely,

Marianne Boles

Enclosures

### **SAMPLE 9: Email Body**

*Note: When emailing your job search documents, it is recommended that you attach your cover letter and resume to the message and include a brief introduction in the email body.*

Subject Line: Interest in IT Auditor Position

Dear Ms. Silver:

It was a pleasure to meet you at the Deloitte campus presentation that was held at DePaul University on April 25, 2008.

Thank you for taking the time to speak with me about career possibilities at Deloitte. I am very interested in the IT Auditor position that you described. I have attached my resume and cover letter, and have also applied online, as you suggested.

Please let me know if you have any questions, or if I can provide you with any additional information.

Sincerely,

Monique Jefferson  
Moniquejefferson@yahoo.com

<b>Best Practice: Use the Job Description to Inform Your Cover Letter</b>
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*In writing a cover letter, it is a good idea to carefully craft content so that it frames the candidate's experience and qualifications in accordance with the employer's job posting. For example, this position was posted to DePaul University's online employment system and the letter that follows is in response to it.*

*Please note: The underlined text is intended to illustrate the direct connections the applicant made when writing her letter and should not be employed in actual cover letters.*

#### Position Description from DePaul University's Online Employment System

##### **Chicago Shakespeare Theatre-Marketing Intern**

Location:

Chicago, IL

Industry:

Arts & Entertainment - Performing Arts

Job Function:

Event Planning, Marketing, Public Relations

Description:

The Marketing Department is charged with the development and execution of strategic plans to promote the institutional image, attract attendance, and sell tickets to the plays and related programs produced by the Theater. Specific marketing, advertising, and publicity programs are directed to secure audiences for the 2008-09 subscription season in our 500-seat courtyard theater and in our Theater Upstairs at Chicago Shakespeare (a flexible, black box space that can seat up to 200 patrons).

Desired Skills and Experience:

- Minimum two years undergraduate education with successful completion of coursework in one or more of the following: arts administration, direct marketing, communications, public relations, journalism
- Effective communication skills, both written and verbal
- Flexibility and ability to work within tight deadlines
- Self-starter, multi-task oriented, and computer literate
- Experience in sales, promotions, or media desirable
- Demonstrated interest in the performing arts a plus
- Website maintenance and e-marketing skills a plus

Internship Responsibilities :

- Assist in execution of direct mail and e-marketing projects
- Assist in execution of promotions
- Update mailing lists
- Maintain press clip and photo archives
- Assemble media kits as needed
- Assist planning and hosting special events and/or openings
- Assist maintaining customer service response system

**SAMPLE 10: Cover Letter Informed by a Job Description**

2400 North Ave. Apt #3N  
Chicago, IL 60614

January 26, 2008

Olivia Moss  
Marketing Director  
Chicago Shakespeare Theatre  
676 N. St. Clair  
Chicago, IL 60611

Dear Ms. Moss:

Having reviewed the Chicago Shakespeare Theatre's marketing internship listing, which is posted on DePaul University's online employment website, I respectfully submit my resume for consideration. Beyond providing me with an opportunity to incorporate my love of performing arts into an internship experience, I believe that this position would allow me to gain practical experience, while also enabling me to contribute my writing, organization, and strategic planning skills.

I understand that this position requires experience in sales and media, excellent communication skills, and the ability to multi-task in a fast-paced atmosphere. With a major in Communication, my educational background has provided me with an understanding of media components, and ability to clearly articulate my thoughts and ideas. I have also gained many practical skills in my work as a Media Intern with Local Music, Inc. Through this experience, I have learned to effectively facilitate meetings, develop promotional materials, and engage in program planning featuring local artists and performers. I also have two years of event planning and marketing experience through my previous work with DePaul University's Activities Board. In that role, I was responsible for consistently updating website content, and developing concepts for events. I also learned how to effectively manage my time when working under tight deadlines.

I am very enthusiastic about the possibility of interning for the Chicago Shakespeare Theatre and have enclosed my resume for review. I would greatly appreciate the opportunity for an interview. Should you need to reach me, please contact me at (123)456-6789, or email me at jjohnson@depaul.edu

Thank you for your consideration.

Sincerely,

Jane Johnson

Enclosure