



Resumagic.com  
**Cover Letters**  
E-Book

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Your cover letter is just as important as your resume since it is often the first impression a prospective employer has of you. A poorly written cover letter can result in your resume hitting the trash can without so much as a glance. Therefore, it is important that you take some time to make sure you're sending effective cover letters. Some people think that submitting a cover letter is optional. This is not so. You should always send a cover letter with your resume.

Don't be afraid to be yourself and write your cover letter in your own informal style and voice. The more original your cover letter, the more it stands out from all the others. Don't be afraid to sound enthusiastic and sincere either. Avoid using words and sentence structures that are too formal and stiff. For example, many cover letter manuals advise you to write in this manner: "My resume is attached for your perusal" or "I shall contact you . . ." Most Americans don't speak or write using these words and you shouldn't either unless, of course, you normally use the words "perusal" and "shall".

Ideally, your cover letter should not contain any grammatical or typographical errors, however, don't worry about common grammatical mistakes that 99 percent of Americans make, such as ending a sentence with a preposition or splitting your infinitives. You should properly conjugate verbs and avoid fragmented sentences, but using the word "who" when you should have used "whom", and other minor mistakes probably won't be noticed unless you're applying for the position of English professor.

Another common mistake many people make is to assume the person making the hiring decisions is male. More than half of all hiring managers today are female. Don't make the mistake of referring to anonymous hiring managers as "Dear Sir" unless you want your resume to go right into the garbage. The correct salutation when you don't have access to the person's name is "Dear Sir or Madam" or "Dear Director of Personnel" or "Dear Human Resource Manager". By the way, whenever possible, you should address your letter to a person by name and title and both should be correctly spelled. This might require telephoning the company to find this information from a receptionist. If your letter is addressed to a particular person by name, it will get more attention and respect.

Most importantly, your cover letter should try to match your qualifications to the company's needs. Discovering what the company's needs are might require researching the company and/or industry in which it operates unless you're responding to a newspaper advertisement.

Jane Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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Date

Person's Name, Title

Company Name

Mailing Address

City, ST Zip Code

Dear Mr. or Ms. \_\_\_\_\_ (or "Sir or Madam"):

**First Paragraph:** The first paragraph should indicate why you are writing -- e.g., you are applying for X position or inquiring as to whether there is an opening with the company, etc. Try to open your letter with something original and natural rather than using the standard opening found in cover letter manuals. For example, most people open with something like: "Please accept this letter as my application for the position of \_\_\_\_\_ advertised in the XYZ Newspaper." Instead, be yourself, and open with something like: "When I read your advertisement for a \_\_\_\_\_ I knew I was perfect for the position because . . ."

**Second and Third Paragraphs:** You must aggressively market yourself. You can best do this by devoting this paragraph to answering the question: How are you qualified for the position and why should you be hired? Show how you are qualified by applying your training and/or experience to the position for which you are applying. Point out your practical work experience, specific achievements, and unique qualifications.

You can also do research on a particular company and apply your skills and accomplishments to its particular needs. This way, the reader gets the impression that you have written only to him/her and are not sending out copies of the same cover letter to 100 other employers.

Did the ad request that you disclose a salary requirement or salary history? Most employment experts advise you to ignore such requests; however, if you feel compelled to comply, the next to the last paragraph is a good place to do it. You can write something like: "As to my salary requirement, my current salary including benefits is \$\_\_\_\_\_." Or, you could write: "My salary requirement is \$\_\_\_\_\_. This figure is competitive with what others in my field and with my level of experience earn in the San Francisco area." (By the way, you can find out what people who work in your field with your level of experience earn in any location in the USA by visiting [www.salary.com](http://www.salary.com) and doing some research.)

**Final Paragraph:** In closing, refer the reader to your enclosed or attached resume. You might also want to state that you are interested in interviewing for the position and offer two or three dates when you are available to interview. If appropriate, add a sentence informing the recipient that you will be phoning in a week or two to discuss the possibility of an interview. Always end the letter by thanking the reader for his time.

Sincerely,

*Jane Doe*

Jane Doe

enclosure

## Salary Requirements and Salary Histories

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Sometimes job classified advertisements will request you disclose your salary history or salary requirement when submitting your resume. If an employer requests that you include a salary requirement or salary history, do so in your cover letter, unless the ad specifically instructed you to include it on your resume or somewhere else. Insert a paragraph on your cover letter just before your closing paragraph that discusses your salary history or salary requirement.

**Salary History:** A salary history is just that -- a history of your ending salaries at every job you have ever worked (or the jobs you've held the past 10 or 15 years). When a prospective employer requests a salary history, he is attempting to put himself in a better bargaining position when negotiating your salary and to weed out those who earn too much or too little.

**Salary Requirement:** A salary requirement is the salary you expect to be offered excluding benefits, bonuses and such. In order to negotiate effectively, you should visit [www.salary.com](http://www.salary.com) which offers information on what people earn in all regions of the country in hundreds of professions. You should try to avoid disclosing salary in your cover letter if at all possible. Unfortunately, by doing so, you risk being overlooked for certain positions. Of course, if your salary history / requirement is in line with what the prospective employer offers, then there is no reason to avoid this topic as your salary is compatible with their compensation package.

Career experts are divided as to whether or not you should apply for a position without submitting a salary history or salary requirement when one has been requested. Some experts say that applicants who are really qualified can get away with ignoring the request; others say that your resume will be trashed if you do not send a salary history / requirement. A recent survey of HR professionals found that the overwhelming majority of them would not dismiss a candidate for failure to comply with the request for salary information.

Of course, you should never offer a salary history or state a salary requirement unless it is requested or you are networking with a search firm or personal contact. Otherwise, try to avoid the topic until the job interview or after you have been offered the job.

**Examples** (insert this paragraph just before your last paragraph on your cover letter):

Sample 1: As you requested, I am disclosing the minimum annual salary I would require to accept employment with your firm. This amount is \$\_\_\_\_\_ per month excluding benefits. This amount is based on thorough research I conducted on the Internet, particularly at [Salary.com](http://Salary.com), and takes into consideration my lengthy employment history in the \_\_\_\_\_ field and the cost of living in the San Francisco area.

Sample 2: Your advertisement requested that I disclose my salary history. My beginning and ending salaries are provided below and exclude the value of health insurance and other benefits:

Employer	Dates of Employment	Beginning Salary	Ending Salary
Acme Industries	01/2000 to 01/2004	\$42K	\$50K
XYZ Corporation	02/1996 to 12/1999	\$27K	\$36K
Smith, Miller & Jones	02/1990 to 01/1996	\$16K	\$22K

(Note that it is not necessary to disclose a complete salary history. Providing your salary history for the last 10 to 15 years is sufficient.)

Sample 3: As to my salary requirement, I am completely open to negotiation on the subject and will be prepared to discuss this with you in more detail if I am given the opportunity to interview for this position.

## Types of Cover Letters

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There are four types of cover letters: (1) response to a classified ad; (2) networking; (3) general broadcast; and (4) letter to a recruiter.

**1. Letter in Response to a Classified Advertisement:** Despite the significant impact the Internet has had on the employment industry, locating job opportunities through classified ads is still the number one way in which employers and workers find each other.

Preparing a cover letter in response to a classified ad is the easiest of all the cover letters to prepare if you know how to do it well. If you want to learn how to write an extremely effective and simple cover letter in response to a classified ad study our sample cover letters. They are proven to be highly effective in getting your resume placed in the "call for an interview pile."

**2. The Networking Letter:** Are you aware that more than 60 percent of all available jobs are never advertised or that almost half of all people surveyed claim that they found their last job by networking? If you aren't sending out networking letters, you're missing out on hidden employment opportunities.

**3. The Broadcast or "Cold" contact letter:** This type of letter is the least effective type of cover letter because you are contacting a company with whom you have no ties in hopes that they have an opportunity for you. The problem with this type of letter is that you must send out hundreds of letters to get a single response. If that weren't bad enough, hundreds of other people are also sending letters.

**4. Letters to Recruiters:** As more and more employers use the professional screening services of recruiters, you might want to send a few letters to recruiters who specialize in your field. You must include specific information in a cover letter to a recruiter such as regions you are willing to relocate to and expected salary. The major drawback of sending a letter to a recruiter is that they receive many unsolicited letters each week and it's hard to get noticed unless they happen to have a job available that you would be perfect for.

Samples of the four types of letters follow.

## Cover Letter Samples

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[List of Letters](#)

### 1. Response to a Classified Ad

Many of the sample cover letters in this section are written in direct response to a specific advertisement. We recommend this particular letter format because (1) it makes it very easy for the recipient to realize you are qualified for the position; (2) it doesn't contain fluff language; (3) it's easy and quick to write; (4) it shows the reader that you took the time to write a specific letter to him rather than sending the same canned letter you sent out to 100 other employers; and (5) it has been proven to win those who use this format more job interviews.

The downside of this letter is that it makes it very difficult for you to apply for jobs you're not qualified for. You'll understand why this is when you read the sample letters from the menu on the next page.

**Sample Letters in Response to a Classified Ad:**

[Sample 1: Project Manager](#)  
[Sample 2: Office Manager](#)  
[Sample 3: Sales Manager](#)  
[Sample 4: IT Manager](#)  
[Sample 5: Instructor](#)  
[Sample 6: Software Engineer](#)  
[Sample 7: Researcher / Scientist](#)  
[Sample 8: Business Consultant](#)  
[Sample 9: Systems Analyst](#)  
[Sample 10: Marketing Director](#)  
[Sample 11: Electrical Engineer](#)  
[Sample 12: Overqualified for position](#)  
[Sample 13: Business Analyst](#)  
[Sample 14: Engineer](#)  
[Sample 15: Industrial Engineer](#)  
[Sample 16: Administrative Assistant](#)  
[Sample 17: New Graduate, Communications](#)  
[Sample 18: Database Manager](#)  
[Sample 19: Senior Financial Analyst](#)  
[Sample 20: Sales Representative](#)  
[Sample 21: Software Specialist](#)  
[Sample 22: Office Manager](#)

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Advertisement: **"Healthcare Risk Management, Senior Project Manager:** Bachelor's degree in Business Administration, Finance, Health Care Administration, Operations Research, or other related field. Master's degree preferred. Certification in Risk Management preferred. 7+ years project management experience with demonstrated abilities to determine key business issues, and develop and implement project management plans that are completed on time, within the agreed upon scope and in budget. Demonstrated ability to conduct and interpret quantitative and qualitative analyses, including understanding of RCA, FMEA, statistics, and quality improvement techniques. Strong desktop computer skills, including Excel, Access, MS Word, and PowerPoint. 25% - 35% travel required."

**John Doe**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_doe@email.com

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November 7, 2002

Mr. John Doe, Manager  
Acme Corporation  
123 Elm Street  
Anytown, ST 000000

Dear Mr. Doe:

In response to your advertisement in the Wall Street Journal for a Healthcare Risk Management, Senior Project Manager, I have listed some of my qualifications to parallel your specified requirements:

Requirements

My Qualifications

Certification in risk management

I have been certified in risk management for the past five years

At least seven years project management experience

I have ten years experience as a project manager in the healthcare industry

Demonstrated ability to conduct and interpret RCA, FMEA, do statistics and quantitative analysis, and have developed training materials on same for use in seminars

I have a thorough understanding of RCA, FMEA, statistics and quality analysis, and have five years experience developing training materials

Excellent computer skills

I am very proficient in use of Excel, Access, MS Word, and PowerPoint

Ability to travel 25% to 30% of the time

I am accustomed to traveling at least 50% of the time

Master's degree

I have an MBA from Princeton

Enclosed is a copy of my résumé that offers more detailed information about my accomplishments. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

*John Doe*

John Doe

encl.

Advertisement: "**Office Manager:** Immediate need for an office manager with 5 or more years experience. Will supervise small staff, manage human resource functions, insure compliance with legal and regulatory agencies, provide administrative support to operations manager, complete expense reports, supervise AP/AR clerical staff, provide monthly status reports to finance and operations management. Proficient in Access, QuickBooks, MS Excel, PowerPoint, and MS Word."

**Jane Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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September 21, 2001

Ms. Sally Jones  
Director of Human Resources  
123 East Fifth Street, Room 3-D  
Anytown, ST 12345

Dear Ms. Jones:

I am very interested in the office manager position advertised in last Sunday's Name of Paper as believe that my background and qualifications are just what you're looking for. Highlights of my experience are as follows --

Human resource management. For the past eight years I have managed a 10-member staff as head of the HR department for Acme Industries, including supervising the clerical staff in charge of AP / AR.

Regulatory and report compliance. I have expert knowledge of all laws and regulatory agencies affecting human resource management with a proven record of compliance. In my present position, I am responsible for completing all reports, including expense reports, financial-related reports, and monthly reports to management.

Computer skills. I am proficient in the use of Access, QuickBooks, Excel, PowerPoint, and Word. I use all of these applications on a daily or weekly basis.

I have enclosed a copy of my résumé, which gives you more specific information as to my background and accomplishments. I look forward to meeting with you in person to discuss my qualifications. I will give you a call in a few weeks to see if there is any other question I can possibly answer.

Many thanks for your time and consideration.

Sincerely,

*Jane Smith*

Jane Smith

enclosure



Advertisement: "**Regional Sales Manager:** BS/BA degree and a minimum of 7 years successful sales experience. High energy and initiative and a consistent record of achieving superior business results. Effective in-depth selling skills and negotiating techniques. Solid business and financial acumen and interpersonal skills. Strong results orientation. Team player. Effective oral and written communication skills. Knowledge and experience in structured wiring, home automation products and the residential building industry preferred. Experience in selling to large Distributor/Distribution channels preferred. Travel required."

**Jane Smith**

123 Elm Street • Anytown, ST • (123) 456-7890 • jane\_smith@email.com

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August 30, 2003

Mr. Frank Wilson  
Director of Sales and Marketing  
Acme Corporation  
1234 Elm Way  
Anytown, ST 12345

Dear Mr. Wilson:

I am very interested in applying for the Regional Sales Manager position you are currently advertising in the *XYZ Newspaper*. Below you will find my qualifications matched with your requirements:

1. Experienced in sales. For the past ten years, I have worked in the sales field for ABC Services in their sales and marketing division.
2. Knowledge of structured wiring and home automation products. For six years I have been responsible for the XXX line, which consists of home automation products. I have gleaned a significant amount of knowledge about structured wiring as a result.
3. Experienced in selling to large distributor / distribution channels. Our entire product line is handled through large distribution channels. My sales experience for the last five years has been selling exclusively to large distribution channels.
4. Communication skills. As the winner of several awards for exception sales ability, I believe that my selling and negotiating skills are above average. In addition, I have trained more than 325 personnel in sales techniques and have conducted numerous sales seminars. My performance reviews reveal that I get along well with management, co-workers and clients.
5. Business degree. I have a BS in Management from Name of University and am scheduled to complete my master's degree in Management in May 2003.
6. Ability to travel. I am accustomed to traveling more than 50 percent of the time as part of my job duties.

I have attached a resume which offers more details about my qualifications and accomplishments. I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,

**Jane Smith**

Jane Smith

attachment

Advertisement: "IT Manager -- The position requires a highly motivated, self-starter able to manage complex, deadline driven projects. The ideal candidate has international work experience and has online project and financial management experience. Four-year degree in international business or marketing required. Six years international business and project management experience with two years in online marketing, including experience in web design, account and vendor management. Working knowledge of HTML and Internet technologies. Proficiency in Windows, Microsoft Word, Excel, PowerPoint, Project, and Outlook required. Strong project management skills required. Experience with the Interwoven content management tool a plus."

## John Smith

123 Elm Street ■ Anytown, ST 00000 ■ (123) 456-7890 ■ j\_smith@email.com

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February 10, 2002

Mrs. Jane Wilson  
Human Resources Director  
Acme Corporation  
1234 Elm Street, Room 43  
Anytown, ST 12345-0457

Dear Mrs. Wilson:

I was fascinated by your ad in Sunday's Times as I am a perfect fit for your IT Manager position. Below you will find my qualifications matched with your requirements:

1. A highly-motivated, self starter able to manage complex, deadline driven projects. I am accustomed to managing teams ranging from 5 to 42 members and working under extreme deadline pressures on complex e-commerce development projects.
2. Online project and financial management experience. I have six years of project management experience working on e-commerce development projects for Fortune 500 companies as well as small start-ups. Big clients include Yahoo!, C/Net, Martha Stewart and Addidas. I have managed target revenues ranging from \$2 million to \$10 million.
3. Technologically proficient: I am highly proficient in HTML and Internet technologies. I consider myself an expert with Windows, Word, Excel, PowerPoint, Project, and Outlook. I am also very proficient in the Interwoven content management tool.
4. Marketing degree. I have a BS in Marketing from Name of University
5. International work experience. I was the Vice-President of European Operations for my last employer. For a six-month period, I led a 21-member team in charge of establishing a European presence. This involved sales, client management, consulting, recruiting, real estate acquisition and integration of acquired companies.

I have enclosed a résumé that offers more information about my accomplishments. I look forward to hearing from you.

Sincerely,

**JOHN SMITH**

John Smith

enclosure

## John D. Wilson

1234 Elm Street ■ Anytown, ST 00000 ■ (123) 456-7890 ■ johndoe@email.com

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March 17, 2002

Human Resources Director  
XYZ Training Institute  
123 Elm Street  
Anytown, ST 12345

Dear Sir or Madam:

I am very interested in the WMD Instructor position advertised on your website as I believe that my background and qualifications are just what you're looking for. Highlights of my qualifications --

Experience as an instructor. For the past seven years I have been an EMT Certification Instructor and have taught approximately 2,100 students from diverse backgrounds. I have also been certified as an Emergency Response to Terrorism Instructor by FEMA and the Department of Justice.

Experience in emergency response operations. For the last eight years I have worked for the New York City Fire Department in several capacities and currently work for the New York City Office of Emergency Management Operations where I have gained considerable working knowledge in planning for and responding to terrorist attacks and other disasters.

Experience responding to a terrorist act. I was a member of the first-response team on 9/11 when the World Trade Center was attacked and was a member of the team that handled containment of the anthrax mailings that occurred in New York City shortly after the 9/11 attack. In addition, I have completed numerous training and continuing education courses offered by the Department of Justice, New York State and New York City on the topic of combating terrorist attacks and responding to other disasters.

Knowledge of the Federal Response Plan and exposure to the FBI and FEMA. I have working knowledge of the Federal Response Plan and FEMA. When I am in charge of the Incident Command Center, I work closely with the FBI, Secret Service and related governmental agencies.

I have enclosed a copy of my résumé, which gives you more specific information as to my background and accomplishments. I look forward to meeting with you in person to discuss my qualifications.

Many thanks for your time and consideration.

Sincerely,

**JOHN D. WILSON**

John D. Wilson

encl.

## John Smith

123 Elm Street • Anytown, ST 00000 • johnsmith@email.com  
Home: (123) 456-7890 • Work: (123) 456-7890 • Cell: (123) 456-0000

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April 28, 2003

Mr. Frank Wilson  
Director of Technology Services  
XYZ Corporation  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

I am very interested in the Senior Software Engineer position advertised on your website as I believe that my background and qualifications are just what you're looking for. I matched my qualifications to those requested in your advertisement:

Eighteen years experience in software development and architecture. I have considerable experience developing client / server software for major corporate clients using the UNIX / Windows operating systems and C, C++, and PERL programming languages. I have single- and multi-threaded code development experience, as well as experience developing database and directory applications. For example, I developed CallCenter/6000, a highly scaleable client-server, UNIX based information server that integrated with all major IVR and PBX platforms and offered an MIS capability to monitor, track and analyze agent productivity for call centers.

Excellent analytical and problem solving skills. A significant part of my work history has involved acting in the capacity of on-site expert and lead developer specializing in finding solutions for clients with unworkable, incompatible or damaged systems. Currently, I am leading a 14-member team that has succeeded in significantly reducing the number of defects an application has and improving its overall performance by 80 percent.

Excellent communication skills. I am accustomed to leading and working within teams on diverse projects and interacting closely with clients, many of whom are well-known international corporations. These projects have required a high degree of team coordination and interaction to be completed on-time and within budget.

Master's degree in computer science or related field. I have a Master's of Science in Applied Mathematics from the University of Southern California.

I have enclosed a copy of my résumé, which gives you more specific information as to my background and accomplishments. I look forward to meeting with you in person to discuss my qualifications. Many thanks for your time and consideration.

Sincerely,

**John Smith**

John Smith

enclosure

## John Doe

1234 Elm Street ■ Anytown, ST 00000 ■ (123) 456-7890 ■ john\_doe@email.com

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### Beamline Scientist -- Job No. X5673B

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May 2, 2001

Mr. Frank Wilson, Director  
XYZ Research Facility  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

Please consider my qualifications, as summarized below and on the enclosed CV for the position of Beamline Scientist which is currently available at the [name of facility], Advanced Photon Source facility. I believe that the research and development experience I have gained over the past sixteen years studying high-tech materials and the 10 months of cumulative experience and training received as a Beamline Scientist at the Acme National Lab, Advanced Light Source at the University of Anystate would be of enormous benefit to this organization.

As a Beamline Scientist at Acme, I work as co-investigator on high technology materials, such as a project with a major microchip maker, was involved in research in nano-structures and electronic properties of thin films, and accomplished the following:

- Designed and installed a computer controlled auto calibration system, which significantly saved time and automatically recalibrated the beam of energy to eliminate angular errors.
- Redesigned and installed the photon beam input current monitoring grid assembly for EXANES study, which eliminated the grid vibration resulting in a significant ratio improvement in the final spectrum.
- Wrote [name of program] program and built servomotor assembly, which allowed the user to automatically align the sample at pre-programmed positions, insertion, analysis, sputtering, and film deposition; and allowed dynamic control of the sample for high precision angle resolved spectroscopy.

My qualifications also include:

- A Ph.D. in Physics and sixteen years experience as a Research Scientist in an academic environment
- Substantial experience in sophisticated research techniques and technologies involving surface analysis, stress analysis, material testing, failure analysis, mechanical testing, surface technology, deposition systems, semiconductors, thin films, vacuum and surface science instrumentation
- Expertise in lab and field research, data collection/analysis and project management
- Extensive experience working with cross-functional scientific and research teams

I have enjoyed a reputation for being a hard-working, industrious individual. My motivation is to utilize completely my accumulated experience and knowledge to the fullest extent possible, becoming a valuable asset for the right company. I would appreciate the opportunity to interview with you. Thank you.

Sincerely,

**JOHN DOE**

John Doe

encl.

**John Doe**

1234 Elm Street ■ Anytown, ST 00000 ■ (123) 456-7890 ■ john\_doe@email.com

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June 30, 2003

Human Resource Manager  
Acme Corporation  
123 Elm Street  
Anytown, ST 12345

Dear Human Resource Manager:

Please consider my qualifications, as summarized below and on the attached résumé for the position of Associate Director of Applications Development Reporting that is currently available with your company. I believe that the achievements I have gained over the past six years selecting and implementing technology and management solutions for small companies as well as Fortune 1000 clients in various industries would be of enormous benefit to your company.

While providing technology and management services to clients, I have successfully managed multiple projects concurrently, many of which were highly complex. I was a key player or supervised projects that significantly reduced clients' operating expenses and increased profits. My accomplishments include the following:

- As Project Lead, designed and implemented an automated sales system that improved proposal generation time by 75% and improved sales 800%
- At Smith Industries, played key role in the design and execution of a 60-day implementation model that reduced lead time by over 50% and was a key player on a project that successfully improved a call center's response time by 42%
- At XYZ Company, reduced supplier pool by 36% and related costs by \$9 million in first nine months of employment

My qualifications also include a Masters in Information Management and a Masters in Business Administration. In addition, I have enjoyed a reputation for being a very hard-working, intelligent, and industrious individual. My motivation is to completely utilize my accumulated experience and knowledge to the fullest extent possible, becoming a valuable asset for the right company.

Your advertisement requested that I include my salary requirement. I am requesting a starting salary of \$60,000. This figure is based on research I conducted at [www.salary.com](http://www.salary.com) and takes into consideration Acme's generous benefits package.

I would appreciate the opportunity to interview with you and discuss my qualifications in-depth. Thank you for your consideration and time.

Sincerely,

**John Smith**

John Smith

attachment

**Jane Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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October 15, 2001

Acme Company  
123 Elm Street  
Anytown, ST 12345

Re: Job No. X4567B (www.careerbuilder.com)

To Whom It May Concern:

I was fascinated by your advertisement at CareerBuilder.com as I am a perfect fit for the Lead Systems Business Analyst position. Below you will find my qualifications matched with your requirements:

1. Experience working on complex, team-oriented projects and project management experience. As a management and technology consultant, I have considerable experience as a key player on numerous teams working under extreme deadline pressures on complex projects, and have been the Project Lead supervising teams consisting of 10 to 20 members. I have gained considerable knowledge of the project methodology process and management tools through my experience leading numerous planning meetings, JAD sessions, and developing business cases and solutions for clients. For example, as Project Lead, I designed and implemented an automated sales system that improved proposal generation time by 75% and improved sales 800%

2. At least 5 years systems analyst experience and working knowledge of multiple business processes. I have more than seven years of experience researching, designing, and implementing appropriate technology solutions for small firms and large Fortune 1000 corporations. I have the proven ability to reduce operating costs and increase profits by effectively planning, designing, testing and installing management information systems for diverse clients. For example, while employed at Smith Industries, I played a key role in the design and execution of a 60-day implementation model that reduced lead time by over 50% and was a key player on a project that successfully improved a call center's response time by 42%

3. BS or BA degree. I have a Masters in Information Management and a Masters in Business Administration from Arizona State University.

4. Technologically proficient. I am familiar with most hardware and operating systems, am proficient in many business software applications and productivity tools.

My résumé is attached. Thank you for your consideration and I hope to be hearing from you in the near future.

Sincerely,

**Jane Smith**

Jane Smith

attachment

Advertisement: "Marketing/Communications Manager Enterprise Software Firm. Awesome opportunity for challenge and growth; seeking someone to spearhead development of all marketing and communications programs and materials. This is a "role up your sleeves" and "hands-on" job NOT suited for someone who just wants to sit back and manage a PR firm's efforts! Must be able to work closely with the executive team, you'll be the go to person responsible for all planning, development, quality assurance and production for the company's printed materials, corporate collateral web presence and branding. The successful candidate will have had three plus years experience within the hi-tech industry with specific experience in a marketing communications role within a software product firm. Looking for the creative type with a can do attitude who can take charge of our client's positioning in the market place and assist in making them the top player in their technology niche. You must possess exemplary strategic and messaging development skills, outstanding attention to detail, phenomenal writing and editorial skills. An enthusiastic and entrepreneurial attitude; experience in product marketing at a software company highly desired, working knowledge of HTML, MS Word, Excel, PowerPoint and Photoshop needed; BA or BS in marketing or communications; MBA desired."

## Jane Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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July 21, 2003

Ms. Sally Johnson  
HR Director  
XYZ Corporation  
sally\_johnson@xyzcorporation.com

Dear Ms. Johnson:

I was fascinated by your advertisement at HotJobs.com as I believe I am a good match for the Marketing Communications Manager position (Job No. XB57832). Below you will find my qualifications matched with your requirements:

1. Enthusiastic and entrepreneurial attitude. I have been an enthusiastic entrepreneur for many years, building several small businesses from scratch to successful going concerns. I consistently improved revenues and my customer base, and each of my businesses remained profitable for a respectable number of years until they were sold or merged with other businesses. I am accustomed to working on my own with little direction and have developed the self-discipline necessary to, as your ad reads, "role up my sleeves" and accept "hands-on responsibility" for the job.

2. Experience developing print and Internet marketing campaigns. Although my official job title has never been "Marketing Communications Manager", during my twenty years as a business manager, a big part of my job has always been overseeing the marketing aspect of the business. In such capacity, I have been the one responsible for the company's branding, although I hardly considered it a chore as I discovered early on that I love marketing and seem to have a natural affinity for it. I have created and designed the printed materials, including brochures, sell sheets, data sheets and such for four separate businesses, and designed and maintained two business websites (www.nameofwebsite1.com and www.nameofwebsite2.com) that positively impacted profits.

I also have experience developing websites and print materials for clients as well as managing their marketing campaigns. The company I co-founded, Nameofwebsite.com, specializes in creating print and Internet marketing campaigns for small business clients. I created a website, banner advertising, and an email campaign that achieved a "Top 5" ranking for one client. I also designed and created a variety of brochures for a high-tech corporation specializing in software and computer security system consulting services that were successful. I believe I could do the same for your company.

3. BS or BA in marketing; MBA preferred. I am currently working on earning an MBA in Marketing at Acme College. I expect to complete this degree in early 2005. I have also taken numerous marketing-related writing courses and plan to earn a BA in English in the near future.

4. Computer literate. I am familiar with most hardware and operating systems and am proficient in many business software applications and productivity tools as outlined on my résumé. I have worked extensively with HTML, Microsoft Word, Excel, PowerPoint and PhotoShop and consider myself highly proficient with these applications.

I believe I have the skills and abilities to do an excellent job marketing your software product. I would appreciate an opportunity to interview for the position where I could discuss my ideas in more detail. I have attached a résumé, which details my specific accomplishments. Thank you for your time and consideration and I hope to be hearing from you in the near future.

Sincerely,

Jane Smith



**John Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_smith@email.com

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May 21, 2002

Ms. Nancy Wilson  
Vice President of Engineering  
XYZ Engineering Corporation  
1233 Elm Street  
Anytown, ST 12345

Dear Ms. Wilson:

Please consider me for the entry level Electrical Engineering position that is currently available with your company. My enthusiasm and dedication earned me a GPA of 4.0 in the electrical engineering program at the Acme Institute of Technology, as well as several academic awards and honors outlined on the attached résumé.

Challenging projects have always attracted my interest. Both inside and outside the classroom, I have assumed leadership roles and have been able to creatively solve problems. As President of the Student Chapter of the Institute of Electrical and Electronic Engineering, I served as project manager for the annual engineering competition where our college engineering team designed and built a robotic mouse that beat out all other college teams competing in the competition. Immediately after graduating, I worked for several months as an intern for an electronics company where I was able to design a circuit board test fixture that reduced my employer's testing costs significantly.

During the past two years, I have been employed as a Developmental Technician at Acme University where I have consistently demonstrated my ability to perform any tasks assigned with little or no supervision. I am quite adept at multi-tasking, performing various electrical, mechanical and IT duties as outlined on my résumé.

I feel confident that my education and experience would make me an excellent candidate for this position. Thank you for your consideration and I look forward to meeting you.

Sincerely,

**John Smith**

John Smith

attachment

Jane Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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November 5, 2003

Ms. Vicky Wilson  
Director, Human Resources  
XYZ Corporation  
123 Elm Street  
Anytown, ST 12345

Dear Ms. Wilson:

I am very interested in applying for the receptionist position currently advertised in the *Name of Newspaper*. I will be graduating from Anytown University in May, 2002 with a Masters in Library Science, and although it may appear that I am overqualified for a clerical position, I am interested in pursuing ground floor opportunities with large companies like yours that offer advancement for those who are willing to work hard and prove themselves to be valuable employees.

My previous work experience has prepared me well for a receptionist position as I am very competent at performing routine clerical duties such as typing, filing, and answering telephones and have extensive experience dealing with and assisting the public. My experience is summarized as follows:

- Three months as a library intern at the Anytown Public Library where I manned the reference desk and assisted the public in locating information and conducting research
- Two months as a library assistant in the Catalog Department at Anytown University's Main Library where I performed computer research and maintained the online catalog / database
- Six months as an archives assistant in the Anytown University Archives Department assisting the public and staff members conduct research
- One year as a research assistant to a sociology professor at Anytown University helping him to locate and organize hundreds of historical texts into data files
- Eight months as an intern for the Anytown Town Hall historian where I assisted in conducting research, wrote a guide for elementary students, worked with historic photographs and researched newspapers

I also have experience as a copy editor for my college newspaper, was selected by college professors to tutor peers in sociology and economics courses, and have about seventeen months of experience as an assistant manager at a university's health and fitness facility.

My résumé is enclosed for your consideration. Thank you for your time and consideration and I hope to be hearing from you soon.

Sincerely,

*Jane Smith*

Jane Smith

enclosure

"SENIOR BUSINESS SYSTEMS ANALYST -- Experienced leadership and proven success in Program/Project Management life cycle, including business process and requirements documentation, project planning and budgeting, resource management, implementation, training, communication planning and deployment. Ability to work closely with IT community in partnership to achieve project objectives and milestones within project timeline and budget. Driver in research, analysis, and resolution of problems with business and IT communities. Knowledge of general sales process methodologies, as well as system architecture solutions; including Web Portals and standard ERP and SFA packages and metrics tools. 5+ years direct experience in Field Sales or Sales Support; business or technical. 3+ years proven success applying Project Management methodologies and concepts. Must have solid project management skills; including detailed scheduling using MS Project, change/risk management, resource leveling, time/cost analysis and project status and communication to varying management audiences. Excellent oral and written communication skills. B.S. or relevant years of experience in business application development and experience in designing, building, and implementing business solutions using information technology."

## John Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_smith@email.com

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December 1, 2002

Mr. Jack Wilson  
Vice President, Technology Services  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

I am very interested in the Senior Business Systems Analyst (Job ID 56789XY) position advertised at HotJobs.com as I believe that my background and experience are just what you're looking for. I matched my specific qualifications to those requested in your advertisement:

Sixteen years experience as a systems analyst and project manager. I have considerable experience as a project manager developing technology solutions for major international corporations. A significant part of my work history has involved acting in the capacity of on-site expert and lead consultant specializing in finding solutions for clients with unworkable, inefficient or damaged systems. The solutions I implemented are outlined on my resume and have brought significant savings to clients by reducing their operating expenses and increasing productivity.

Five or more years experience in sales support. I have a proven record of success in providing sales support to clients. One recent project involved writing training and sales presentation guides as a part of a sales initiative offering simplified ERP implementations for mid-sized companies. Another success was being able to retain a major client who was unhappy with an e-procurement system that contained major flaws. I was able to resolve those problems to the client's satisfaction saving my employer a major account.

Technical Skills: I have provided effective system architecture solutions; have worked with web portals and standard ERP and SFA packages, as well as metric tools. I am highly proficient in using MS Project, am very experienced in change / risk management, resource leveling, time / cost analysis, and multi-tasking. I have managed small and large projects in cross-functional environments and am experienced in all stages of the system implementation life cycle.

Excellent communication skills. I am accustomed to leading and working with teams on diverse projects and interacting closely with clients, many of whom are well-known international corporations. These projects have required a high degree of team coordination and interaction to be completed on time and within budget.

College degree. I hold a bachelor's degree in Information Systems and Management and have completed post-graduate courses in business administration and marketing.

I have enclosed a copy of my résumé that gives you more specific information as to my background, accomplishments, and technical skills. I look forward to meeting with you in person to discuss my qualifications and ideas on developing a new sales force automation tool for your company. Many thanks for your time and consideration.

Sincerely,

**John Smith**

John Smith

encl.

**John Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • [john\\_smith@email.com](mailto:john_smith@email.com)

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October 15, 2001

Mr. Jack Wilson  
Vice President, Engineering Services  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

Please accept this letter as application for the Associate Engineer position currently available with your company. My résumé is enclosed for your review and consideration.

My degree in Industrial Engineering and five years professional experience has afforded me the opportunity to work on various projects that significantly improved operational efficiency and productivity and reduced inventory and energy costs for various clients. I am confident that my expertise in these areas will prove to be an asset to your manufacturing operations.

I am very good at gathering and analyzing data in order to find a workable solution that will maximize efficiency and reduce costs as much as possible. One recent project completed at [name of employer] involved working on a development team to create an analytical tool to analyze and quantify potential energy savings. After analyzing the data, I was able to generate millions of dollars in energy cost savings. Another recent project involved gathering and analyzing data in order to redesign a warehouse so that unnecessary and obsolete inventory could be eliminated, resulting in a significant cost savings for the client.

I am accustomed to leading and working within teams on diverse projects and interacting closely with clients, some of whom are well-known international corporations. These projects have required a high degree of team coordination and interaction in order to be completed on time and within budget.

My current salary requirement would range mid- to high \$80K's, is negotiable, and dependent upon such factors as benefit structure, responsibility, and advancement opportunities.

I look forward to meeting with you in person to discuss my qualifications. Many thanks for your time and consideration.

Sincerely,

**JOHN SMITH**

John Smith

encl.

## Jane Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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October 15, 2001

Mr. Jack Wilson  
Vice President, Engineering Services  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

I am very interested in the Associate Engineer position advertised on your website, as I believe that my background and experience are just what you are looking for. I matched my qualifications to those requested in your advertisement below:

Bachelor's degree in Industrial Engineering and related work experience. I hold a B.S. in Industrial Engineering from Acme University and have five years of experience as an Industrial Engineer. I have worked on various projects that significantly improved workplace efficiency and productivity and reduced inventory and energy costs saving millions in operating costs for clients and employers.

Good analytical skills. I am very good at gathering and analyzing data in order to find a workable solution that will maximize efficiency and reduce operating costs as much as possible. One project completed at [name of employer] involved working on a development team to create an analytical tool to analyze and quantify potential energy savings. After analyzing the data, I was able to generate millions of dollars in energy cost savings. Another project involved gathering and analyzing data in order to redesign a warehouse so that unnecessary and obsolete inventory could be eliminated, resulting in a significant cost savings for the client.

Good communication skills. I am accustomed to leading and working within teams on diverse projects and interacting closely with clients, some of whom are well-known international corporations. These projects have required a high degree of team coordination and interaction to be completed on time and within budget. One particular project that required excellent communication skills was the Exxon Mobil project wherein I coordinated activities and managed the team that was responsible for creating multiple sets of operations and engineering manuals.

Knowledge of computers. I am very proficient in various computer software applications including engineering, spreadsheets, word-processing, energy analysis, and project management software.

I have enclosed a copy of my résumé, which gives you more specific information as to my background and accomplishments and offers a more detailed list of my computer skills. Many thanks for your time and consideration and I look forward to meeting with you in person to discuss in more detail how my qualifications would be of benefit to your company.

Sincerely,

**Jane Smith**

Jane Smith

enclosure

## Jane Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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October 15, 2005

Ms. Nancy Little  
Office Manager  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Ms. Little:

I would like to apply for the Administrative Assistant position that is currently being advertised at your website, as I am very interested in pursuing ground floor opportunities with companies like yours that offer advancement for those who are willing to work hard.

My previous work experience has prepared me well for this position as I am very competent at performing routine clerical duties such as typing, filing, and answering telephones and have extensive experience dealing with and assisting the public and corporate clients. I have matched my qualifications to those requested in your advertisement:

**Ability to multi-task** -- More than one supervisor has told me that he appreciates the fact that I am a quick learner and excellent worker. Every position I have held required me to work in a fast-paced, hectic environment so I am capable of handling multiple tasks at once. I know how to prioritize job assignments, work independently and resolve problems on my own. I am very organized and detail-oriented and can find effective solutions to get the job done. For example, while working for Acme, I created and maintained a database of media outlets to help the company serve clients better. For the University of Anytown, I created a database that school administrators could use to locate international students and increase enrollment.

**Excellent communication skills** -- As mentioned before, I have extensive experience dealing with the public. In my current position, I am in charge of maintaining a good relationship with about 1600 publishers. This requires interaction with corporate executives and publishers on a daily basis, often assisting them resolve problems and conflicts regarding their advertising placement. In a previous position, I was required to research and write press releases and help plan charity and celebrity events. I interacted daily with celebrities, their agents, and others in the entertainment industry, which required a great deal of finesse.

**Technically proficient** -- I am proficient in Word, Excel, Windows 2000 and other computer applications listed on my résumé. I also have experience operating multi-line phones, fax and copier machines, and scanners.

**Bachelor's degree** -- I hold two liberal arts degrees from the University of Anytown

My résumé is enclosed for your consideration. I would welcome the opportunity to discuss in more detail how my background can be of benefit to your company. Please call me at the number above to schedule an interview. Thank you for your time and I hope to be hearing from you soon.

Sincerely,

**JANE SMITH**

Jane Smith

enclosure

John Doe

123 Elm Street ■ Anytown, ST ■ 123-456-7890 ■ johndoe@email.com

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February 1, 2004

Ms. Jane Smith  
Manager, Communications Division  
XYZ Associates  
555 East Third Street  
Anytown, ST 00000

Dear Ms. Smith:

As an aspiring writer and researcher as well as a recent communications graduate, I was fascinated by your advertisement at HotJobs.com because I am a good match for the Communications Specialist position (Job No. xxxxxxxx). I am a very outgoing person, who enjoys working with people and in the hectic environment, the public relations / communications field would provide for me. Below I have outlined what I believe to be the most important skills and attributes pertinent to the position.

1. Excellent writing and researching skills. At college, I earned the reputation of "good writer" and as such, was sought out regularly by fellow college students seeking writing tips. However, unlike most college students, I actually enjoyed researching and writing papers on various topics. In fact, I enjoyed this activity so much that I researched and wrote a series of career and finance-related articles on my own, which I plan to complete and perhaps publish some day, along with many other articles I plan to write in the future. I also have some real world writing experience gained as a volunteer, which is as follows:

- Designed and completed several fund-raising mail campaigns to educate the public, win more recruits, and to lobby Congress on behalf of a non-profit
- Prepared and organized speeches for presentations

2. Public relations skills. I have three years experience working in a communications / public relations capacity as a volunteer for non-profits and in the community, which has greatly improved my oral communication skills and helped me to realize which that I would like to pursue a public relations position. My related experience is as follows:

- Helped organize volunteers and collect signatures on a political campaign
- Recruited volunteers for community service and worked extensively with people from diverse socio-economic groups
- Conducted meetings and needs-assessment interviews and helped supervise and coordinate other community volunteers
- Gave presentations, tours and conducted Q&A sessions for large and small groups as a tour guide

3. College graduate with computer skills. I have completed 21 hours towards a master's degree in Human Resources. In addition, I have a bachelor's degree in Management Communications and an associate's degree in Business Administration. I am proficient in popular business software applications and productivity tools as outlined on my résumé. I work extensively with HTML, Microsoft Word, Excel, PowerPoint and Quicken and consider myself highly proficient with these applications.

I would appreciate an opportunity to interview for the position where I could discuss my qualifications in more detail. I have attached a résumé, which details my specific accomplishments. Thank you for your time and consideration and I hope to be hearing from you in the near future.

Sincerely,

John Doe

enclosure

John Smith

1234 Elm Street ■ Anytown, ST 12345 ■ (123) 456-7890 ■ johnsmith@email.com

Date

Name, Title

Company Name

Address

City, ST Zip

Dear \_\_\_\_\_:

I am very interested in the Database Manager position advertised in the *Name of Newspaper* as I believe that my background has given me the foundation necessary to perform the tasks required of this job. I matched some of my specific qualifications to those requested in your advertisement:

Seven years experience as a systems analyst and database manager. I have considerable experience implementing technology solutions for inefficient or damaged information systems. The solutions I helped implement are outlined on my resume and have brought significant savings to my employer by reducing their operating expenses and increasing productivity. I believe I possess the strong organizational, analytical, computer and database background mentioned in your ad and would be able to use my skills and experience to help manage the human resources and employee benefit programs and files.

Excellent oral and written communication skills. I have more than ten years experience preparing correspondence, reports and creating chart and slide presentations to present before managers. I have supervised up to 16 individuals at once and trained numerous others on company procedures and equipment. I have also worked part-time as a DJ at various events and am accustomed to speaking before and leading large groups of people. My exceptional people skills would make me an excellent candidate to work in human resources.

My salary requirement is \$\_\_\_\_\_. This figure is competitive with what others in my field and with my level of experience earn in the Anytown area.

I have enclosed a copy of my résumé that gives you more specific information as to my background, accomplishments, and technical skills. I look forward to meeting with you in person to discuss my qualifications in more detail. Many thanks for your time and consideration.

Sincerely,

John Smith

enclosure



## Steve Smith

123 Elm Street ■ Anytown, ST 12345 ■ (123) 456-7890 ■ E-mail: stevesmith@email.com

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June 30, 2005

Mr. Jack Wilson  
Vice President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

Please accept this letter as application for the Senior Financial Analyst position currently available with your company. My résumé is enclosed for your review and consideration.

My MBA degree in Accounting / Finance and over thirteen years as a Financial Analyst for several large corporations has afforded me the opportunity to work on various projects that significantly improved operational efficiency and saved my employers millions in operating costs. For example, one recent project completed for my current employer, Vitamin Shoppe, involved researching and implementing an in-house delivery system that reduced annual freight costs by \$200,000. Another recent project involved creating an optimal staffing model for Vitamin Shoppe stores, which resulted in an annual payroll work hours savings by 20% and conducting a cost benefit analysis to outsource the Vitamin Shoppe's in-house packaging facility, which resulted in a \$1.5 million savings.

I am also very good at gathering and analyzing data in assist my employers in generating revenue and obtaining additional operating capital. For example, a recent success includes developing a profitability / financial viability model of Vitamin Shoppe's 350 stores used to obtain an additional \$100 million in bank loans. For Integra, I created an innovative client tailored narrative financial summary report, which generated an additional 25% in orders. For a former employer, Dongsuh Securities, I secured \$5 million in stock orders and investment banking service from foreign and domestic institutional investors through effective client engagement and investment presentation.

My current salary requirement would range mid- to high \$90K's, is negotiable, and dependent upon such factors as benefit structure, responsibility, and advancement opportunities. [Insert this paragraph ONLY if the job advertisement asks you to include a salary requirement; otherwise, delete it.]

I am confident that my expertise in these areas would prove to be an asset to your operation and I would enjoy the opportunity to meet with you in person to discuss my qualifications in more detail and outline how I think I could benefit [insert name of company]. I hope to be hearing from you in the near future. Many thanks for your time and consideration.

Sincerely,

Steve Smith

enclosure

## Susan Smith

1234 Elm St. ■ Anytown, ST 12345 ■ (123) 456-7890 ■ susansmith@email.com

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October 31, 2005

John Doe, Title  
Name of Company  
Address  
City, ST Zip Code

Dear Mr. Doe:

I am very interested in applying for the Pharmaceutical Sales Representative position you are currently advertising at Monster.com (Job No. XXXXXXXX). Below you will find my qualifications matched with the requirements mentioned in your advertisement:

1. Experienced in pharmaceutical sales. I have two years recent experience working for a major pharmaceutical manufacturer, Wyeth Pharmaceuticals, where I was primarily responsible for marketing new drugs to physicians, clinics, hospitals and pharmacies.
2. Proven track record in sales. I earned an impressive sales record at Wyeth, always placing in the top 20% of all sales representatives. In one instance, I earned 28.1 percent of market share in sales district and consistently achieved an impressive sales ranking among my peers.
3. Excellent communication skills and strong work ethic. As an experienced sales rep, I am familiar with the hard work and superior communication skills one needs to succeed in the sales industry. I completed several training programs at Wyeth and am well aware of the required sales conferences, training classes and self-study one must complete in order to learn the necessary medical and product information to improve sales skills and perform well in the pharmaceutical industry.
4. Business degree. I have a B.A. in Business Administration from the University of Texas at Austin.
5. Willing to relocate. Relocating to a new location would not be a problem for me, as I have no conflicting family obligations.

I have attached a copy of my résumé, which offers more details about my qualifications and accomplishments. As you read my résumé, I hope you will find my qualifications desirable and consider me for the Pharmaceutical Sales Representative position with your company. I hope to be hearing from you soon and thank you for your time and consideration.

Sincerely,

Susan Smith

enclosure

John Smith

1234 Elm Street Anytown, ST 12345 123.456.7890 johnsmith@email.com

---

Date

Ms. Susan Johnson  
Acme Systems, Inc.  
Address  
City, ST Zip

Dear Ms. Johnson:

I am very interested in applying for the software specialist position you are currently advertising at Monster.com. Below you will find my qualifications matched with the requirements outlined in your advertisement:

1. Experienced in software sales. I have eleven years experience as a sales manager marketing software applications in the manufacturing, pharmaceutical and apparel industries and to Fortune 1000 companies such as Heinz, Dial and GNC. In addition, I sold systems designed to meet major retailer EDI and compliance labeling requirements; provided project management for customization projects for RF terminals, including specialized barcode applications for Wal-Mart and other retailers; and assisted radio frequency / barcode developers and customers' MIS departments to ensure proper fit and functionality of custom work.
2. Flair for marketing and sales support. As a sales manager, I always attained at least 100% of my employers' sales goals. In addition, I established and maintained profitable relationships with clients and vendors. Rather than restate my qualifications and accomplishments here, I refer you to the attached résumé, which offers more detail and some quantitative data regarding my sales abilities.
3. Ability to give effective presentations / demos that win customers. I am accustomed to creating and giving presentations in front of both small and large groups of people and on-line. At both Abel-Womack and DSA, I gave dozens of software demonstrations in person and online, working with software engineers on occasion to make sure the presentations ran smoothly. In fact, I devised a new interactive strategy that led to 25% more presentations and 22% more closes.

It is also important to note that I have a four-year degree from the University of Massachusetts and am able to travel.

Thank you for your consideration and I hope to be hearing from you soon as yours is a company for whom I would enjoy working. I would welcome the opportunity to interview with you so that I could discuss in detail how I believe I could help increase software sales for your company.

Sincerely,

John Smith

enclosure

## Patricia Jones

1234 Elm Street ■ Anytown, ST 12345 ■ patriciajones@email.com

Home: (123) 456-7890 ■ Cell: (987) 654-3210

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Date

Name, Title

Company Name

Address

City, ST Zip

Dear \_\_\_\_\_:

Your ad in Sunday's *Name of Paper* advertising an opening for an Office Manager caught my eye as I have heard that yours is an excellent company to work for and is seeking employees who are hard-working and want to contribute to the organization. I feel confident that my work experience can be successfully applied to this position.

As the enclosed résumé indicates, for most of the past fourteen years I have been employed as a Traffic Director / Office Manager scheduling programming and performing administrative duties for various radio stations. During this time, I have become excellent at multi-tasking, performing a multitude of duties while working in a hectic environment. I also possess extensive telephone and interpersonal skills, and am proficient with all aspects of office operations. Additional qualifications I would bring to the position include:

- Preparing and generating letters and reports, handling accounts receivable, and customer service;
- Organizational proficiency, reflected in my revamping of a recordkeeping system that increased profit 17% and reduced employee turnover; and
- Experience working with a variety of applications, including Microsoft Word, Excel, CBSI Delta Flex, Marketron, Natural Logs, Darts, Data-com and Omnimax.

As the above indicates, I am very hard working and enjoy a reputation for being a very intelligent and industrious individual. My motivation is to utilize my accumulated experience and knowledge to the fullest extent possible, becoming a valuable asset for the right company. I would appreciate the opportunity to interview with you and discuss how I could contribute to your organization. Thank you for your consideration and I hope to be hearing from you soon.

Sincerely,

Patricia Jones

Enclosure

Networking is one of the most effective methods of finding employment for the following reasons:

- (1) Most available jobs are never publicly advertised
- (2) Many jobs are created in order to give a particular person a job

### **Below are some statistics on how Americans find employment:**

- 35% -- Found job through a friend, relative or other associate
- 30% -- Contacted an employer directly, without answering a specific classified ad
- 14% -- Answered a job classified advertisement
- 08% -- Found job through on-campus recruitment or job placement office
- 06% -- Employment agency or search firm
- 05% -- State-run unemployment office
- 02% -- Other

As the above percentages indicate, the most effective way of finding employment is by networking. This doesn't mean you should simply ask your friends, family and associates for job leads.

There are two basic types of networking: contacting those you already know and contacting those you sort of know or don't know.

### **Contacting Those You Know**

You can begin networking by listing all of the people you know, such as family, friends, relatives, acquaintances, etc. These contacts can be professional or personal, and you do not have to know all of these people well. In fact, if your networking is successful, you're going to be talking to many people you don't know. The best way to get started is to list the names of everyone you can think of in the following groups:

- (1) Your family members and relatives who are employed
- (2) Your friends, your friends' parents and casual acquaintances
- (3) People with whom you have business relationships, such as service providers (insurance agents, bankers, etc.)
- (4) People you know through your place of worship and your neighbors
- (5) People in professional associations, alumni associations, and clubs in which you are a member. If you don't belong to any, now is the time to join
- (6) Present and past co-workers, former bosses
- (7) If a student or recent graduate, your teachers, professors and instructors
- (8) Post your resume at top career websites

After you have compiled your list of names, your next step is to contact them, either by phone, e-mail or letter. It might be a good idea to send your resume to them so they can send it to someone else. But remember, in networking, one asks contacts for information, referrals, and advice, not necessarily for jobs. The point of this process is that someone will know someone who knows someone who has a job vacancy. As a networker, you are seeking to get to that person.

What sorts of questions should you ask these people? Examples:

- "Do you know anyone who hires people with skills like mine?"
- "How does one begin a career in . . .?"
- "What do you think a person with my skills and background should do to begin a job search?"
- "How can I best present my skills and abilities to potential employers?"
- "Can you recommend other people for me to talk to? May I tell those people that you suggested that I contact them?"

## Contacting Those You Don't Know

The first step here is finding out who you want to contact. These should be employers for whom you would like to work and people you think can help you uncover job leads or give you solid advice.

After you have a list of names, write a letter and ask for their advice or an interview to learn more about the company. Remember that your goal in this activity isn't necessarily to get a job offer, but to get job leads and make connections. If they ask for your resume, then have one ready.

Why not just send an employer a cover letter and resume? Because 500 other people are doing the same thing. Most of these resumes are trashed. If you do this, a great way to stand out is to drop a name. The purpose of doing the activities stated in the paragraph above this one is to locate names. When you talk to people, ask them if you can use their name. Start your cover letter with, "I was talking to John Doe the other day and he suggested that I forward my resume to you . . ." or "John Doe suggested that I contact you for advice on . . ."

### Sample Networking Letters:

[Return Home](#)

[List of Letters](#)

[Sample 1: Sales Manager](#)

[Sample 2: Benefits Administration](#)

[Sample 3: Information Systems Manager](#)

[Sample 4: Supply Chain Manager](#)

[Sample 5: Pharmaceutical Sales](#)

[Sample 6: Entry-level Management](#)

[Sample 7: Counselor](#)

[Sample 8: Loan Officer](#)

[Sample 9: Telemarketing Manager](#)

**John Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_smith@email.com

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October 15, 2001

Mr. Jack Wilson  
Vice President, Sales and Marketing  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

I was recently speaking with Mr. Smith at your company and he strongly recommended that I send you a copy of my résumé. Knowing the requirements for the position, he felt that I would be an ideal candidate.

For more than eleven years, I've been involved in regional sales management, with seven years working in the telecommunications industry. My qualifications for the position include:

- Establishing sales offices in Springfield, New York and San Diego
- Recruiting and managing a group of 40 regional sales representatives
- Providing training programs for a staff of 180
- Generating more than \$80 million in sales in less than two years

I feel confident that my expertise in training and managing a regional sales department would be an excellent addition to your growing telecommunications corporation and would appreciate the opportunity to discuss how my abilities could be an asset to your firm.

I look forward to meeting with you, Mr. Wilson, and will give you a call early next week to follow up on this letter. Thank you for your time and consideration.

Sincerely,

**John Smith**

John Smith

enclosure

**Jane Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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October 15, 2001

Ms. Nancy Little  
Vice President of Operations  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Nancy:

It was a pleasure to speak with you on the telephone recently and, even more so, to be remembered after all these years. As mentioned during our conversation, I have just recently re-entered the job market and have three years of experience with a 550-employee retail organization in the area of employee benefits administration. My experience includes pension plans, dental, life, and disability insurance. I have been responsible for all facets of management of the company plan, including sales, account management and maintenance.

My goal is to become a Benefits Manager in a larger organization with the possibility of advancement in other human resources areas. My preference is to remain in the northeast, although I will consider opportunities elsewhere.

I have enclosed a copy of my résumé. If any situations come to mind where you think my skills and background would fit or if you have any suggestions as to others with whom it might be beneficial for me to speak, I would appreciate hearing from you.

Sincerely,

**Jane Smith**

Jane Smith

enclosure



**John Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • [john\\_smith@email.com](mailto:john_smith@email.com)

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October 15, 2001

Mr. Jack Wilson, Manager  
Information Technology Services  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

Your friend, John Doe from XYZ Company, told me you are looking for a person to fill the position of Information Systems Manager. He suggested that the job description matched my qualifications very closely, and that I should look into it further.

I am very interested in working with a dynamic corporation such as XYZ. I believe I could make a significant contribution by utilizing my skills, experience and education in the area of information systems technology. My background and accomplishments in managing information systems at Acme Corporation shows that I could produce results quickly.

Enclosed is my résumé. If you have already filled the position, please consider me for related positions. I would appreciate the opportunity to tell you about some of the dramatic results I have achieved for top-notch companies over the course of my career.

I would welcome an opportunity for an interview. I will telephone you early next week to inquire about the possibility of an interview. Thank you for your time and consideration.

Sincerely,

**John Smith**

John Smith

enclosure

John Smith

123 Elm Street, Anytown, ST 00000

■ johnsmith@email.com ■

123-456-7890

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March 9, 2004

Name, Job Title  
Company Name  
Address  
City

Dear Sir or Madam:

I am currently finishing work on my MBA and am searching for an opportunity where I can complete approximately three months of work on a supply chain management-related project, which has been the focus of my MBA studies and my work as a Supply Chain Manager at XYZ Corporation for the last eleven years.

Specifically, I am looking for a challenging project that would involve an audit of an existing supply chain in order to identify areas needing improvement or a project that would require designing a supply chain system from the ground up. Then, after completing my MBA, I would like to be offered a full-time position as an executive with your company.

The enclosed curriculum vita outlines my experience and accomplishments, as well as pertinent industry involvement and graduate preparation. Of particular interest to your company would be the following:

- Eleven years of experience in supply chain management and logistics with XYZ Corporation where I have gained considerable expertise in reducing production costs significantly by streamlining operations and improving the workflow process
- Proven ability to effectively manage, train and negotiate with labor in order to improve worker morale and productivity and lower labor costs

I am particularly interested in living and working in China and hope to be placed in a management position with your company in that country. It is important to note that I have lived in China for one year and, as part of my MBA program, I recently completed a six-month long Chinese language course at East China Normal University and a three-month long course in foreign trade at the Shanghai Institute of Foreign Trade in Shanghai, China. I am fluent in English and German and have a working knowledge of French.

If your need is for someone with my qualifications, drive and enthusiasm, you may reach me by telephone at or at the email address above. I would be happy to tell you more about my project work. I hope to be hearing from you soon. Thank you for your consideration.

Sincerely,

John Smith

enclosure

## John Smith

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123 Elm Street   ■   Anytown, ST 00000   ■   (123) 456-7890   ■   johnsmith@hotmail.com

September 28, 2004

John Doe, President  
Sales Division  
XYZ Pharmaceuticals  
123 Third Avenue  
Anytown, ST 00000

Dear John:

When I left XYZ several years ago, I thought I wanted to pursue a lifelong interest and become a police officer. However, after two years in law enforcement, I realize that I enjoyed working in sales much more than I do in law enforcement and am interested in returning to the sales field. In particular, I have my eye on a position as a Territory Representative with XYZ.

Although you are already somewhat familiar with my qualifications, I realize you have worked with dozens of sales people since I left XYZ, so I have highlighted below what I believe are the strengths and experience which would be of particular interest to you:

- Three years of sales experience, including almost two years of experience in pharmaceutical sales for XYZ where I was responsible for sales and marketing of new and existing drugs to more than 400 physicians.
- Ability to achieve and increase sales performance to exceed quotas and goals. My sales group at XYZ always met or exceeded the sales goals desired.
- Excellent communication skills; able to establish productive, long-term relationships with decision-makers. I was well-liked and was able to establish effective relationships with the physicians in the territory I serviced.
- Resourceful and trainable with readily transferable skills. Of course, I have already completed training programs at XYZ and am well-aware of the required sales conferences, training classes and self-study one must complete in order to learn the necessary medical and product information to improve sales skills and performance.
- Highly self-disciplined with ability to prioritize tasks and work independently with minimum supervision.

I have attached a copy of my résumé, which offers more details about my qualifications and accomplishments. As you read my résumé, I hope you will find my qualifications desirable and consider me for any sales positions currently available at XYZ. I hope to be hearing from you soon. Thank you for your consideration.

Sincerely,

John Smith

enclosure

Jane Wilson

123 Elm Street ■ Anytown, ST 00000 ■ 123-456-7890 ■ [janewilson@email.com](mailto:janewilson@email.com)

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March 11, 2004

Ms. Jean Smith  
Human Resource Manager  
XYZ Corporation  
123 East Third Street  
Anytown, ST 00000

Dear Ms. Smith:

John Wilson, a Sales Manager with your company, recommended that I contact you, as I am very interested in pursuing ground floor opportunities with companies like yours that offer advancement for those who are willing to work hard. He thought I would be a person who would work well within your company, as he is somewhat familiar with my background, having worked with me at another employer several years ago.

Although my work experience has been in the customer service industry, Mr. Wilson believes this experience has prepared me well for a similar position with your company as I am very accustomed to working in a fast-paced environment and have extensive experience dealing with and assisting the public and corporate clients.

My résumé is enclosed for your consideration. It offers my qualifications and experience in detail; however, I have outlined below what I believe to be my most relevant qualifications for this position with your company --

**Supervisory and training experience** -- I have six years' experience supervising others. At YYY Company, I routinely supervised 15 customer service representatives. I set their work schedules, maintained employee records, completed employee performance reviews, trained new employees, and developed training improvement programs as necessary. Overall, I trained approximately 100 new employees during my time there.

**Ability to multi-task** -- More than one supervisor has told me that he appreciates the fact that I am a quick learner and excellent worker. I know how to prioritize job assignments, work independently and resolve problems on my own. I am very organized and detail-oriented and can find effective solutions to get the job done. For example, as my resume indicates, I was able to handle a significant increase in workload during two corporate mergers without having to hire additional help or suffering a decrease in productivity.

**Excellent communication skills** -- I have extensive experience dealing with the public since I have worked in the customer service industry for eight years. In my current position, I am in charge of maintaining good relationships with 125 corporate clients. This requires interaction with corporate executives on a daily basis, often assisting them to resolve problems and conflicts regarding their services and products placed with our company. Throughout my career, I have often had to deal with irate and angry customers and clients. From experience, I have learned how to smooth their ruffled feathers with tact so that good relations can be maintained.

I do believe I would be an excellent candidate for this position. It is important to note that my current employer is downsizing and my current position is scheduled to end on March 15, 2004. I would welcome the opportunity to discuss in more detail how my background can be of benefit to your company. Please call me at the number above to schedule an interview. Thank you for your time and I hope to be hearing from you soon.

Sincerely,

Jane Wilson

enclosure

Tim Smith

1234 Elm Street • Anytown, ST 00000 • 123-456-7890 • timsmith@email.com

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December 7, 2004

Mr. John Doe  
Personnel Director  
XYZ Nonprofit Organization  
555 East Third Street  
Anyplace, ST 00000

Dear Mr. Doe:

I was very excited when Jane Smith, a counselor with your organization, phoned to tell me that there was a vacant position for a Counselor Aide at your shelter. I have been searching for this type of opportunity for quite some time, as it will give me the needed experience to continue working towards my career goals. Please accept this letter as my application for this part-time position. I have listed some of my qualifications that I think are most relevant:

**Experience working with families in crisis:** I have 2 1/2 years experience as a child protective caseworker providing crisis intervention and support counseling to families with abused and neglected children, maintaining case records and compiling reports. I routinely handle a 25 to 30 caseload and have resolved more than 150 cases over the past two years.

**Ability to work 11 p.m. to 7 a.m. Thursday through Saturday:** Ms. Smith told me that this position requires one to work unusual hours. I have no work or family obligations that would prevent me from working the hours stated in the job description. I have also discussed this job opportunity with my current supervisor, John Stewart, and there will not be a conflict with my full-time position as a social worker with YYY County.

**Other requirements:** I have a B.S. in Criminal Justice and a high school diploma. I also have a New York State driver's license with an excellent driving record.

I believe I am a good fit for this position as I have gained considerable experience over the past two years working with families in crisis. Enclosed is a copy of my résumé with more detailed information about my qualifications. Thank you for your consideration and I hope to be hearing from you in the near future.

Sincerely,

Tim Smith

enclosure

**Jane Smith**

123 Elm Street ■ Anyplace, ST 00000 ■ (123) 456-7890 ■ [janesmith@yahoo.com](mailto:janesmith@yahoo.com)

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January 29, 2005

Ms. Jane Doe  
Human Resource Manager  
Acme Bank  
123 Elm Street  
Anytown, ST 00000

Dear Ms. Doe:

Your colleague, Roger Davis, recommended that I contact you about employment opportunities with Acme Bank, as he is familiar with my qualifications and thinks I am the type of enterprising person Acme might like to have as an employee.

For about four years now, I have been employed as a bank loan officer, with seven years total experience working in the banking industry. My recent accomplishments include:

- Winning three performance awards for originating a significant number of loans in a short period of time
- Achieving the #1 ranking in both 2002 and 2003 for originating more loans than any other loan officer in a 22-branch region

Although I am very happy with my current employer and position, I am searching for a more challenging position where I can more fully utilize my abilities and work on realizing my career goals. I feel confident that the experience and success I have achieved would be an excellent addition to your growing bank and help you build a solid customer base.

Enclosed is a copy of my confidential résumé. Should you feel my qualifications meet the needs of your cooperation, please contact me at the number above so we can arrange a mutually agreeable interview time. Thank you for your time and consideration.

Sincerely,

Jane Smith

Enclosure

**Jane Wilson**

123 Elm Street ■ Anytown, ST 00000 ■ 123-456-7890 ■ janewilson@email.com

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March 11, 2003

Ms. Jean Smith  
Human Resource Manager  
XYZ Corporation  
555 East Third Street  
Anytown, ST 00000

Dear Ms. Smith:

My neighbor, John Wilson, who works in your company's sales division, told me about a telemarketing management position that is available with your corporation. He told me that he spoke to you about my qualifications and you asked me to forward my résumé to your office. In advance, thank you very much for taking the time to review my qualifications.

In summary, I have six years experience working in call center environments with four years experience as an operations manager with a major corporation supervising customer representatives. As noted on my enclosed résumé, I am presently employed as a corporate quality analyst with XXX Customer Services, a telemarketing outsourcing firm, handling corporate clients to ensure that their services and products are properly marketed by our telemarketers. My employer is downsizing and my last date of employment with XXX will be April 30, 2003.

I am confident that my skills and experience can help your organization in maintaining a solid customer base as well. Evidence of my ability to be a solid contributor to your company includes:

- Ability to create and present an excellent image of the company and its services to customers, and to coordinate and communicate well with clientele and management at all levels. For example, during two corporate mergers, my call center effectively handled a substantial increase in call volume without an increase in labor costs or a loss of customer service.
- Experience managing both people and projects with the goal of motivating and training employees to excel in their work performance and efficiency to increase profit and cut costs. For example, I reduced the number of customer credits through better employee training.

I would be happy to meet with you and discuss my qualifications in more detail. I will call you in a few weeks to see if an interview might be possible. In the meantime, thank you again for your time and consideration.

Sincerely,

Jane Wilson

enclosure

## Broadcast Cover Letters

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A broadcast letter is basically a networking letter minus the name dropping. Because you can't drop a name, there is no reason for the recipient to give you any special consideration. Therefore, this type of letter is not nearly as effective as a networking letter.

Your basic broadcast letter should contain the following information:

- (1) An attention-getting opening. Such an opening might refer to something you know or have learned about the company, such as "I have closely followed your company and its phenomenal growth for the past few years and am very interested in working for a dynamic organization like yours." Using flattery is always a good tactic.
- (2) Use the body to match your qualifications to the needs of the company. If you don't know what the needs of the company are you can research it (if it's a big company) or learn something about the industry. Sample: "A growing corporation like yours could use an excellent software developer to establish a presence in the X market. I have developed a half dozen or so applications that are currently on the X market and have proven highly-profitable for my past employers."
- (3) Close with the sentence stating your résumé is attached. Then ask for an opportunity to interview and a position in the company. If possible, state that you will phone in a few weeks to follow-up, and then do so.

Note that broadcast letters are not that effective. In fact, there are firms that specialize in sending out broadcast letters for job hunters. They tell their clients upfront that they will get only 2 or 3 responses for every 1,000 letters that are sent out.

### Sample Broadcast Letters:

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- [Sample 1: Sales Management](#)
- [Sample 2: Healthcare Administration](#)
- [Sample 3: Software Developer](#)
- [Sample 4: E-commerce Developer](#)
- [Sample 5: Sales and Marketing](#)
- [Sample 6: Accountant](#)
- [Sample 7: Technical Instructor \(leaving military\)](#)
- [Sample 8: Construction Estimator](#)
- [Sample 9: Electrical Engineer](#)
- [Sample 10: Research Scientist](#)
- [Sample 11: Entrepreneur](#)
- [Sample 12: Stock Broker](#)
- [Sample 13: Library Science](#)
- [Sample 14: System Architect / Project Manager](#)
- [Sample 15: Tax Accountant / Financial Analyst](#)
- [Sample 16: Circulation Manager](#)
- [Sample 17: Leaving Military](#)
- [Sample 18: Criminal Justice](#)
- [Sample 19: Electronics Technician](#)
- [Sample 20: Realtor](#)
- [Sample 21: Research Scientist](#)

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**Jane Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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October 15, 2001

Mr. Jack Wilson  
Vice President, Sales and Marketing  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

For more than eleven years, I've been involved in regional sales management, with seven years working in the telecommunications industry. Recent accomplishments include:

- Establishing sales offices in Springfield, New York and San Diego
- Recruiting and managing a group of 40 regional sales representatives
- Providing training programs for a staff of 180
- Generating more than \$80 million in sales in less than two years

I feel confident that my expertise in training and managing a regional sales department would be an excellent addition to your growing telecommunications corporation and would appreciate the opportunity to discuss how my abilities could be an asset to your firm.

Enclosed is a copy of my résumé. I will be in New York the week of November 14th and would appreciate the opportunity to interview with you. Should you feel my qualifications meet the needs of your cooperation, please contact me at the number above so we can arrange a mutually agreeable interview time. Thank you for your time and consideration.

Sincerely,

**Jane Smith**

Jane Smith

enclosure

**John Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_smith@email.com

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October 15, 2001

Mr. Jack Wilson  
Director of Human Resources  
Acme Corporation  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

I researched your corporation and was impressed with your company's management style and reputation in the employment industry. I am very interested in exploring employment opportunities with your company, as I believe I could make a significant contribution in a company like yours.

I have 10 years of experience as a benefits manager. My experience includes pension plans, dental, life, and disability insurance and responsibility for all facets of management of the company plan, including sales, account management and maintenance for a large corporation similar to yours. I have implemented procedures for my last employer that resulted in significantly reducing administrative costs while improving efficiency at the same time. I believe my ideas for improving your benefits program would result in a significant savings as well.

A copy of my résumé is enclosed. I would be happy to meet with you and discuss my qualifications in more detail. I will call you in a few weeks to see if an interview might be possible. In the meantime, thank you for your time and consideration.

Sincerely,

**John Smith**

John Smith

enclosure

Jane Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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October 15, 2001

Ms. Sally Little  
Vice President, IT  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Ms. Little:

I am very interested in working with a dynamic, growth-oriented company such as XYZ Corporation. While conducting research on leading companies in the software development industry, your company's name kept coming up again and again in numerous magazine articles offering praise for the wonderful work you are doing in developing computer-based educational tools for children. I want to be part of your organization!

I believe I could make a significant contribution to your organization by utilizing my twenty years of experience as a software developer to help your company create the next generation of cutting-edge, computer-based tools to educate children.

My résumé is enclosed. I would appreciate the opportunity to discuss my software ideas with you in greater detail and will telephone you early next week to inquire about the possibility of an interview.

Thank you for your time and consideration.

Sincerely,

**JANE SMITH**

Jane Smith

encl.

John Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_smith@email.com

---

October 15, 2001

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

I am impressed by your company's reputation, management, and products, and would like to explore the possibilities of joining your staff, preferably in the position of senior project manager.

As outlined on the attached résumé, I have been self-employed for the past 16 months doing independent consulting and e-commerce development. I have six years previous experience at Acme Industries where I gained considerable experience managing teams of developers ranging from 5 to 42 on projects for both Fortune 500 companies as well as dot com startups. I also have experience in managing P&L, developing operations methodology, and implementing plans for both the long-term strategic vision for clients as well as that of my employers.

My most recent experience has been in working with [www.nameofwebsite.com](#), an online retailer of automotive parts. This site is currently receiving 13 to 15k unique visitors per day and has orders of approximately 60 per day. I've managed to increase the overall speed of the site enhancing the customer conversion rate three-fold in the past 12 months. I have been responsible for the development of all aspects of the site including a 35 gigabyte SQL 7.0 database and the Cold Fusion custom-built e-commerce engine. Other retail sites I have been involved with include Martha Stewart, ADIDAS, Royal Caribbean Cruise Lines, Yahoo and C/net.

I'm confident you'll agree that my unique qualifications would be a good fit for your company. I would be happy to meet with you at your convenience and provide greater insight into my capabilities. I will call you to see if we might get together. In the meantime, many thanks for your time and consideration.

Sincerely,

**JOHN SMITH**

John Smith

attachment

Jane Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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October 15, 2001

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

At this point in my career, I am looking for a position where I can use my creative and persuasive abilities to win new clients for my employer. After doing considerable research on the Internet, I decided that your company is one that I would enjoy working for immensely and one in which I believe my broad experience and diverse skills would be of enormous benefits. They include --

- **Sales and Marketing** -- I am well-versed in all phases of sales and marketing including development of new market opportunities and distribution channels, and in the formation of business partnerships and alliances to capitalize on market opportunities. I have a proven track record of increasing profits substantially while expanding market share by 20 percent each of the last three years.
- **Program Implementation** -- My professional experiences have been enhanced by valuable part-time participation in the military and volunteer leadership positions requiring the ability to plan, organize, and follow through to ensure that programs meet their objectives. I have excelled in these areas, developing several new programs that streamlined operations significantly and reduced operating costs by 30 percent saving my employer more than \$5 million in 2003.

My achievements are outlined in more detail on the attached résumé. I would be interested in discussing with you how these skills, complemented by strong business experience and abilities can make a difference to your organization. When can we schedule an appointment?

Sincerely,

**Jane Smith**

Jane Smith

attachment

**John Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_smith@email.com

---

October 15, 2001

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

After reading an article last week in the *Wall Street Journal* about your company's planned expansion and its top ranking as one of the best companies to work for in America, I am writing in hopes that there are available positions with your company for experienced accountants. I have enclosed my résumé for your consideration.

I am a staff accountant and network administrator with 13 years experience working for several public accounting firms who would be very interested in working for your organization. I have significant experience preparing income taxes for diverse business clients. My excellent training in computer accounting practices and computer expertise enabled me to make several recommendations that resulted in not only streamlining the accounting procedures for my employers, but in substantial cost savings as well. I am confident that my education, work experience, and enthusiasm will be of value to Acme.

I will contact your office early next week to see if we may set an interview appointment at your earliest convenience. I would welcome the opportunity to talk with you about my qualifications for a staff accountant or network administrator position. If you would like to contact me sooner, please feel free to call me at (000) 000-0000. Thank you for your time and consideration.

Sincerely,

**John Smith**

John Smith

enclosure

**Jane Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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October 15, 2001

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

After a 22-year career with the United States Navy, I am looking forward to retirement and finding an equally challenging position in the private sector as a technical instructor.

I am especially interested in this type of position because I not only enjoy providing instruction and training to others, but also gained considerable experience preparing and presenting courses on technical subjects during my service in the US Navy where I earned the designation "Master Training Specialist." I am also certified as an electronics technician, enjoy working with computers, and have experience supervising others.

Enclosed is my résumé for your consideration. I believe my skills and qualifications are a good match for your organization and would appreciate an opportunity to meet with you and discuss how I would be of benefit to your company.

I will call your office on the morning of November 5 to inquire if a meeting can be scheduled at a convenient time. I look forward to meeting you.

Sincerely,

**Jane Smith**

Jane Smith

encl.

John Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_smith@email.com

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October 15, 2001

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

Please consider my qualifications, as summarized below and on the attached résumé, for a position of Estimator or Project Manager with your firm. I believe that the experience I have gained over the past six years operating my own construction consulting firm and the training and knowledge I received as a construction management major in college would be of enormous benefit to your organization.

As a self-employed construction management consultant, I completed over \$1.5 million in reconstruction sales and services on residential projects. I also sub-contracted my construction management services out to sub-contractors, which allowed me to perform sales, estimating, project management and collections duties. I also gained considerable knowledge and experience in the following areas:

- Successfully managed multiple projects concurrently and completed all projects on time and within budget
- Trained and supervised 23 crews of roofers, siders, window, gutter, and sheet metal installers, and interior/exterior painters comprised of 117 workers
- Gained considerable knowledge of building practices and codes

My qualifications also include:

- A Bachelor of Science in Interior Design and Construction Management (IDCM) with a minor in business administration
- Proficiency in computerized estimating and construction-related software applications such as Timberline Estimating Software; Suretrack Project Management Software; SPSS Statistical Software; and Microsoft Business Suite (Excel, Word, Outlook, Access)

In addition, I have enjoyed a reputation for being a very hard-working, intelligent, and industrious individual. My motivation is to completely utilize my accumulated experience and knowledge to the fullest extent possible, becoming a valuable asset for the right company. I would appreciate the opportunity to interview with you. Thank you for your consideration.

Sincerely,

**JOHN SMITH**

John Smith

attachment



John Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • [john\\_smith@email.com](mailto:john_smith@email.com)

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October 15, 2001

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

With this letter and résumé, I would like to offer myself for a position with your company in electrical engineering or project management that fully utilizes my professional and personal abilities.

I have recently relocated to the San Francisco area where I plan to complete my master's degree in engineering part-time while working full-time. I am searching for an opportunity offering growth and advancement based upon individual merit and capability. My background reflects extensive successful experience within the telecommunications industry and I would like to utilize that experience in a position that will also allow me to use my communication, negotiation and technical skills to secure new business and maintain existing customers.

I have the ability to establish and maintain effective communication and rapport with peers, clients, and management. I have considerable experience working with people of diverse backgrounds in more than 10 countries in Europe and Australia / New Zealand. I have proven business knowledge, as well as exceptional engineering skills and expediting abilities. In addition, I am efficient, organized, and detail oriented, and I believe in thorough follow-up.

My eleven years of experience working in the telecommunications industry has provided me with a solid base and broad understanding of industry operations and practices. I am keenly aware of the importance of completing projects on time, within budget, and to the client's total satisfaction. I am accustomed to working under extreme pressure and handling multiple projects at once.

I am interested in securing a position within your company where my abilities and qualifications can be fully applied for our mutual benefit. I welcome an opportunity to meet with you and elaborate on how I can make a substantial contribution to your company's profitability. I will call you in a few days to further discuss my qualifications in detail. Thank you.

Sincerely,

**JOHN SMITH**

John Smith

enclosure

Jane Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

---

October 15, 2001

Dr. Jack Wilson, President  
Acme Research Corporation  
123 Elm Street  
Anytown, ST 12345

Dear Dr. Wilson:

Please consider my qualifications, as summarized below and on the enclosed résumé, for a management position as a research scientist with your company. I believe that the research and development experience I have gained over the past sixteen years studying high-tech materials would be of enormous benefit to your organization.

My qualifications include:

- A Ph.D. in Physics and sixteen years experience as a **Research Scientist**
- Substantial experience in sophisticated research techniques and technologies involving surface analysis, stress analysis, material testing, failure analysis, mechanical testing, surface technology, deposition systems, semiconductors, thin films, vacuum and surface science instrumentation
- Expertise in lab and field research, data collection/analysis and project management
- Extensive experience working with cross-functional scientific and research teams

I also have considerable experience managing a research lab. While Professor of Physics at Acme University, I managed the surface science laboratory from 1989 to 1998 during which time I collaborated with local industries conducting R & D experiments, including a rather large collaboration with XYZ Industries. In addition to my routine teaching duties and research projects, I also promoted research collaboration with local industries and research centers by developing and presenting short seminars and workshops. I was a very effective lab manager; I completely updated and modernized the lab, cut maintenance costs by one-third, and improved employee productivity by developing an effective training program.

I have enjoyed a reputation for being a hard-working, industrious individual. My motivation is to completely utilize my accumulated experience and knowledge to the fullest extent possible, becoming a valuable asset for the right company.

I would appreciate the opportunity to interview with you. Thank you.

Sincerely,

**JANE SMITH**

Jane Smith

enclosure

**John Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • [john\\_smith@email.com](mailto:john_smith@email.com)

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October 15, 2001

Mrs. Nancy Little, President  
Acme Publishing Company  
123 Elm Street  
Anytown, ST 12345

Dear Mrs. Little:

I researched companies in the publishing industry and was impressed with your company's reputation for excellence and outstanding customer service. I believe my twenty years of experience as a business manager of a small marketing company would be of great benefit to your organization. I have enclosed my résumé for your consideration.

Throughout my twenty year career as an entrepreneur managing several small businesses, I have had significant success designing and writing my own sales and marketing materials as well as those for diverse clients. My successes include:

- Designing sales literature that was instrumental in increasing revenues 40% in one year
- Creating effective marketing campaigns that tripled revenues in one year
- Designing a website, banner advertising, and e-mail copy that achieved a "Top 5" Internet ranking for one particular client

I discovered long ago that I really enjoy the creative writing process and the challenge of developing effective marketing materials, so much so that I finally decided to pursue an MBA in Marketing and a BA in Professional Writing with the goal of one day working in a marketing management position for a large corporation.

I will contact your office early next week to see if we may set an interview appointment at your earliest convenience. I would welcome the opportunity to talk with you about my qualifications for a marketing position with your organization. If you would like to contact me sooner, please feel free to call me at (000) 000-0000.

Thank you for your time and consideration.

Sincerely,

**John Smith**

John Smith

encl.

**Jane Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • jane\_smith@email.com

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October 15, 2001

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

As an experienced Analyst and Operations Manager on Wall Street with a major brokerage firm, I am writing to inquire of opportunities, which might be available on a full-time basis with your company. The enclosed résumé outlines my history with [name of current employer].

Strengths and experiences which may be of particular interest to you include:

- Converted the firm's over the counter system to an ACT format which increased profits 50% by reducing labor and operating costs;
- Replaced the firm's manual put and call options system with an online correction system that significantly improved productivity, reduced the need for personnel, and increased profits 80%;
- Improved productivity and reduced operating costs by designing and implementing an effective paper option system; and
- Developed excellent people and supervisory skills: I interacted daily with line professionals, various business units and programmers to monitor operations and resolve problems, and directly supervised 15 personnel.

I recognize that tangible achievements require commitment, intelligence, and hard work. I believe my successes in resolving operational inefficiencies would be of benefit to your company and I would be committed to helping your organization maximize profits.

Should your company be in need of an individual with my experience, I would welcome the opportunity to meet with you. Thank you for your time and consideration of my qualifications. I hope to hear from you soon.

Sincerely,

**Jane Smith**

Jane Smith

encl.

**John Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • [john\\_smith@email.com](mailto:john_smith@email.com)

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October 15, 2001

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

I will be graduating from XYZ University with a Masters in Library Science in May 2002 and am eager to begin my career working as a librarian in either a public or academic setting. I am interested in exploring employment opportunities with your organization and would be available for employment in June, 2002. My résumé is enclosed for your consideration.

My internships and part-time employment have increased my knowledge of library science considerably and have enabled me to make use of my education in a professional environment while attending school full-time. In summary, I have worked in several different library settings as outlined below:

- Three months experience as a library intern at the Anytown Public Library in Anytown, New York
- Two months experience as a library assistant in the Catalog Department at Anytown University's Main Library
- Six months experience as an archives assistant in the Anytown University Archives Department
- One year as a research assistant at XYZ University
- Eight months experience as an intern for the Anytown Town Hall historian

In addition to the above positions which required me to conduct research, maintain and update records, and deal extensively with the public, I also have about seventeen months of management experience acquired as an undergraduate working at the university's health and fitness facility. There, I was often called on to act as manager in the regular manager's absence and was placed in charge of training and supervising employees and resolving problems that arose at the facility during his absence.

I would appreciate the opportunity to meet with you to discuss your employment needs and my qualifications in greater detail. I may be reached at the number listed above. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

**John Smith**

John Smith

enclosure

## John Jobseeker

1234 Main Street • Anytown, ST 12345  
(123) 456-7890 • jjobseeker@email.com

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Project Manager ■ System Architect

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July 7, 2003

Ms. Wanda Wilson  
Chief Information Officer  
Acme Corporation  
123 Elm Street, Suite 571  
Anytown, ST 12345

Dear Ms. Wilson:

With this letter, I would like to offer myself for a position with your company as a Project Manager or System Architect that fully utilizes my 15 years of professional experience as a business consultant. My résumé is enclosed for your consideration.

For the past five years, I have been the lead consultant / project manager responsible for the planning, budgeting, management, staffing, and delivery of technical solutions for mid- and large sized companies situated in diverse industries. I also act in the capacity of Quality Assurance Testing Manager, Technical Analyst and System Architect which involves managing IT services including architecture and services roadmap planning, budgeting and stakeholder relations; design and implementation of integrated business processes; and operations analysis and process improvement.

I have the proven ability to design and implement workable solutions for clients while completing almost all projects on time and within budget. Some of my recent successes include:

- Implementing a solution that resulted in a \$3 million reduction in annual IT operating costs while increasing productivity nearly 40%.
- Increasing IT productivity by more than 15% each year to allow more efficient and profitable use of integrated solutions.
- Improving operations so that 30% of IT personnel could be eliminated.
- Reducing costs by merging 24 independent operating systems into one system.
- Shortening project delivery cycle time by an average of 10% by reducing or eliminating project rework time.

I am interested in securing a position with your company where my abilities and qualifications can be fully applied for our mutual benefit. I welcome an opportunity to meet with you and elaborate on how I can make a substantial contribution to your company's profitability. I will contact you in a week to find out if an interview can be arranged.

Sincerely,

**John Jobseeker**

John Jobseeker

enclosure

Natasha Smith

123 Main St. ■ Anytown, ST 12345 ■ (123) 456-0000 ■ natashasmith@email.com

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October 17, 2002

Mr. Jack Williams  
Vice-President, Finance Division  
5432 Corporate Avenue  
Anytown, ST 12345

Dear Mr. Williams:

With this letter, I would like to offer myself for a position with your company as a tax accountant, senior accountant, or senior financial analyst that fully utilizes my 10+ years of experience in general accounting, financial planning and reporting, fixed asset management, payroll and income tax preparation, database administration and information systems management. My résumé is enclosed for your consideration.

For the past three years, I have been a Senior Accountant for [Name of Company] where I have performed general accounting duties, and managed and maintained the Oracle 11i Fixed Assets Accounting module and Oracle database. I have earned the Oracle Certified Associate designation and have hands-on experience finding effective solutions to improve operational efficiency and streamline the accounting process. Recent successes include:

- Developing an Access database report that helps accountants analyze net profits and depreciation. **Result:** Accountants were able to cut the time it took to complete the month-end closing process in half.
- Creating an Access database special query system that enabled accountants to perform quick what-if analysis in order to respond rapidly to changes in particular markets so that profit projections could be realized. **Result:** Received achievement award from [company] for significantly improving operational efficiency and reducing costs.

I have also received certification as an Enrollment Agent (EA), Accredited Tax Advisor (ATA) and Accredited Tax Preparer (ATP), and have experience preparing complex tax returns for a large corporation as well as supervising accounting clerks and other subordinates. I hold degrees in Accounting and Information Systems and Business and Management Science.

I am interested in securing a management position with your company where my abilities and qualifications can be fully applied for our mutual benefit. I welcome an opportunity to meet with you and elaborate on how I can make a substantial contribution to your company's profitability. I will contact you in a week to find out if an interview might be arranged.

Thank you for your time and consideration.

Sincerely,

***Natasha Smith***

Natasha Smith

encl.

## John Wilson

1234 Elm Street, City, ST 00000 ■ Home: 123-456-7890 ■ Email: [johnwilson@email.com](mailto:johnwilson@email.com)

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April 15, 2004

Ms. Jane Doe  
Vice-President of Advertising  
XYZ Corporation  
123 Elm Street  
Anytown, ST 00000

Dear Ms. Doe:

For almost twenty years now, I've been managing advertising and circulation database systems for several newspapers. Although I am very happy with my current employer and position, I am searching for a more challenging opportunity in the publishing and advertising industries where I can more fully utilize my abilities and work on realizing my career goals.

I feel confident that the experience and success I have achieved would be an excellent addition to your organization and I would appreciate the opportunity to discuss how I could be an asset to your company. Of particular interest to your company would be the following:

- Expert knowledge of the DISCUS and TSO systems and considerable experience upgrading, maintaining and troubleshooting system codes, security, subscriber, address, routing, and outlet modules
- Experience gathering and assembling data for numerous monthly reports using Discus, AdMarc and Viador report writing applications
- Experience hiring, training and supervising up to 13 subordinates

Enclosed is a copy of my confidential résumé. Should you feel my qualifications meet the needs of your cooperation, please contact me at the number above so we can arrange a mutually agreeable interview time. Thank you for your time and consideration.

Sincerely,

**JOHN WILSON**

John Wilson

Enclosure



## Jane Wilson

1234 Elm Street, City, ST 00000 ■ (123) 456-7890 ■ [janewilson@email.com](mailto:janewilson@email.com)

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May 25, 2004

Ms. Emily Smith, Director  
City of Anytown, Law Enforcement Division  
1234 East First Street  
Anytown, ST 12345

Dear Ms. Smith:

After a six-year career with the United States Army and Army Reserves, I am looking forward to working in the private sector again where I hope to find a challenging position in law enforcement.

I have been especially interested in law enforcement since I was a child and worked throughout high school and college to achieve that goal. While attending university, I joined the Army Reserves and gained 15 months' experience as a military police cadet. I also worked for 21 months as a Certified Emergency Medical Technician.

Upon graduating from university with a degree in Law Enforcement and Justice Administration, I completed a five-month internship with the Bureau of Alcohol, Tobacco, and Firearms. I then joined the U.S. Army hoping to be assigned to the military police division where I could gain additional experience; however, the Army assigned me to the Maintenance and Ordnance Divisions instead where I distinguished myself as a leader, providing instruction and training to others while serving in Iraq.

Enclosed is my résumé for your consideration. I would appreciate an opportunity to meet with you and discuss how my skills and experience would be of benefit to your organization. I will call your office on the morning of [insert date] to inquire if a meeting can be scheduled at a convenient time. I look forward to meeting you.

Sincerely,

*Jane Wilson*

Jane Wilson

enclosure

## Susan Smith

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1234 Elm Street, Anytown, ST 12345 Tel: 123-456-7890 susansmith@email.com

Date

Name

Title

Company Name

Address

City, St Zip Code

Dear \_\_\_\_\_:

Please consider my qualifications, as summarized on the attached résumé, for a position with your organization that would utilize my bachelor's degree in criminal justice.

Currently, I am employed as a safety inspector for UPS; however, I am anxious to begin pursuing my career goals in the criminal justice field. I am particularly interested in working in any position in the court system, such as victim advocate, witness specialist, court clerk, caseworker, counselor, etc., that can utilize my criminal justice degree. I am not afraid to start at the bottom and work my way up through hard work and dedication.

It is important to note that I do have some hands-on experience working with the court system. I have four years experience as a volunteer rape victim advocate and two years experience as a loss prevention detective. From these jobs, I gained considerable experience working with police officials, community service workers, medical and legal personnel, and court employees. I am somewhat familiar with court procedures and processes.

I also have quite a bit of experience working with the public as a clerk for a major retailer, which has enabled me to learn how to establish and maintain effective communication and rapport with people of diverse backgrounds. I am known as a friendly person who gets along well with everyone and can remain tactful and patient in very stressful circumstances when dealing with the public.

I would welcome an opportunity to interview with you and elaborate on how I can make a substantial contribution to your organization. I hope to be hearing from you soon. Thank you for your time and consideration.

Sincerely,

Susan Smith

enclosure

## Steve Smith

1234 Elm Street ■ Anytown, ST 12345 ■ 123-456-7890 ■ stevesmith@email.com

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January 26, 2006

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

Please consider my qualifications, as summarized below and on the attached résumé, for a position with your company utilizing my fifteen years experience working in various capacities assembling, installing and repairing electrical components and machinery. I have gained considerable knowledge and experience in the following areas:

- As project lead for an electronic components manufacturer, successfully trained and supervised 15 assemblers, always exceeding production and quality goals
- Have installed and serviced electrical systems, including alarm, fire, card access, CCTV satellite and home theater systems
- As maintenance mechanic for an auto parts manufacturer, installed, maintained, and made routine and emergency repairs to buildings, plumbing, machinery, and electrical systems
- Competent in construction methods and record-keeping, OSHA compliance, and monitoring of building systems

In addition, I have enjoyed a reputation for being a very hard-working, intelligent, and industrious individual who is able to troubleshoot and repair building, mechanical and electrical problems quickly. I would like to utilize my accumulated experience and knowledge to the fullest extent possible, becoming a valuable asset for the right company.

I would appreciate the opportunity to interview with you. Thank you for your consideration and I hope to be hearing from you soon.

Sincerely,

Steve Smith

attachment

## Jane Wilson

1234 Elm Street, Anytown, ST 12345    Home: (123) 456-7890    Mobile: (123) 456-7890

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September 29, 2005

Ms. Jane Doe, President  
Acme Builders  
1234 Elm Street  
Anytown, CA 12345

Dear Ms. Doe:

Please consider my qualifications as summarized below and on the attached résumé for a position as a New Home Sales Associate with your company. I believe that the experience I have gained over the past twelve years as a licensed realtor in the fiercely competitive Southern California market and my recent experience selling new homes for major homebuilders would be of enormous benefit to your organization.

As a realtor employed with the largest privately owned real estate company in Southern California, I sold an average of ten homes per year valued at \$500,000 to \$800,000, which exceeded the sales quota my employer set for me each year from 1993 to 2005. I am very proud of the fact that I have survived the ups and downs of the volatile California real estate market over the past decade, which has often been crowded with too many new realtors looking to get rich quick selling real estate. While most have come and gone, I have succeeded at real estate while becoming very knowledgeable about marketing homes in Southern California.

In addition to real estate, I have also succeeded as a small business owner and accountant. As the former operator of a Quizno's Sub Shop, I increased store sales from \$200,000 to \$500,000 in just three years. I was responsible for hiring, training and supervising employees while performing routine administrative and management duties associated with operating a small restaurant. In my earlier career, immediately after graduating with a degree in business administration, I worked as an accountant for thirteen years in both retail and corporate environments.

As the above indicates, I am very hard working and enjoy a reputation for being a very intelligent and industrious individual. My motivation is to utilize my accumulated experience and knowledge to the fullest extent possible, becoming a valuable asset for the right company. I would appreciate the opportunity to interview with you. Thank you for your consideration and I hope to be hearing from you soon.

Sincerely,

Jane Wilson

attachment

## John Smith

---

123 Elm Street, Anytown, ST 12345  
Work Tel: (123) 4567   johnsmith@email.com

Date

Name, Title  
Organization  
Address  
City, ST Zip code

Dear \_\_\_\_\_:

I am a medical doctor looking for a senior position, such as staff scientist or associate scientist, with an organization like yours that can benefit from my exceptional research skills and years spent conducting independent research in cell biology, molecular biology, immunology, virology and tumor pathology.

Over the years, I have conducted extensive independent research becoming very skillful in performing cellular, molecular and animal experiments and have developed and established many technical assays in the lab, such as tumor tissue culture, colony formation, cell motility, cell adhesion, tumor metastasis and angiogenesis. These assays are still being used by the laboratories where I have been employed.

In addition, I have co-authored more than 30 articles published in various medical journals. Recent focused research projects have included:

- Setting up an immunohistochemical and cell culture laboratory to study oncogene expression in both of tumor tissues and cultured cells
- The molecular mechanism of metastasis of nasopharyngeal carcinoma (NPC) and breast cancer
- The relationship among oncogene expression, cancer invasion and metastasis in human cancer
- The roles of cortactin, actin associated protein, in human cardiovascular diseases and tumor metastasis (successfully establishing a novel retroviral system and employed this technique to get higher efficiency (more than 85%) of cortactin and cortactin mutant genes in human primary endothelial cells)
- The interaction between CD44-ERM (ezrin, radixin, meosin) -actin and TCR signaling pathways in adhesion and migration of T lymphocytes from patients with systemic lupus erythematosus

I also have considerable experience working in academic environments in both the US and China, which has given me the opportunity to work with students and colleagues from diverse backgrounds. I consider myself a very polite person who works well with others and enjoys helping people. I am searching for an environment where I can continue to utilize my people skills.

Enclosed is my CV, which outlines my experience and qualifications in considerable detail. I would welcome the opportunity to interview with you in person and discuss how I might be of benefit to your organization. Thank you for your consideration and I hope to be hearing from you soon.

Sincerely,

John Smith, M.D.  
Senior Research Associate

A cover letter to a recruiter should include the following information:

- (1) The type of position or positions in which you are interested;
- (2) The industry or industries in which you want to work;
- (3) Your expected salary (a range is always better than a set amount);
- (4) The regions where you are willing to relocate or work; and
- (5) That your job search is of a confidential nature (unless it isn't).

Sending a recruiter your resume doesn't guarantee a response. In fact, you shouldn't expect a response at all unless you work in a field in which there are more positions than available workers or the recruiter is currently searching for someone with your particular talents.

The problems with using a recruiting service to find employment are as follows:

- (1) Recruiters are flooded with hundreds of resumes each week and don't have time to look through all of them or even most of them;
- (2) Most recruiters prefer to hire those who are currently employed -- those who have been unemployed for a long time will have a harder time getting a recruiter's attention;
- (3) Most recruiters want to work with clients who are very flexible and are willing to relocate just about anywhere and work for just about any employer, e.g., recruiters want you to accept the position they think they can successfully place you in no matter where it is or for whom you will work.

## John Smith

1234 Elm Street ■ Anytown, ST 00000 ■ (123) 456-7890 ■ j\_smith@email.com

---

January 25, 2002

Ms. Sally Wilson, Director  
Acme Recruiting Services  
123 Elm Street  
Anytown, ST 12345

Dear Ms. Wilson:

I am an experienced project manager / senior project manager who can make a major contribution as an e-commerce developer. I have developed websites for major clients, such as Yahoo!, C/Net, Martha Stewart, Adidas, Royal Caribbean Cruise Lines, Express Auto Parts, as well as many smaller clients and Internet start-ups. My experience includes:

- Managing teams of developers ranging from 5 to 42
- Complete responsibility for P & L, strategic management, and operations methodology
- Managing target revenues between \$2 million and \$10 million

I am currently self-employed and have been doing independent consulting and e-commerce development on my own for the past 16 months. My most recent project has been for (name of website). For them, I developed a database and e-commerce engine that resulted in a three-fold increase in customer orders.

My formal education includes a B.S. in Marketing. I am interested in joining a fast-paced technology firm with a strong potential for future growth opportunities. I am interested in both full-time and contract positions.

My preference is to live in the San Francisco area. Although negotiable, and depending upon location and other factors, you should know that in recent years my compensation has been in the range of \$75,000 to \$90,000.

Enclosed is a résumé that summarizes my experience. Should my qualifications match the needs of one of your clients, I would appreciate any consideration you could give me. Thank you for your time.

Sincerely,

**JOHN SMITH**

John Smith

enclosure

[Sample 1: Acceptance of Job Offer](#)

[Sample 2: Post-Interview Thank You Letter](#)

[Sample 3: Thank You \(to someone who helped you\)](#)

**Sample #1: Acceptance of Job Offer**

Dear \_\_\_\_\_:

This letter is my formal acceptance of your offer of employment with (name of new employer) as (job title). I find all of the terms of employment you outlined in your letter acceptable, including the offer of a \$\_\_\_\_\_ starting salary.

Today, I formally submitted my resignation with (name of employer). My last date of employment will be (date). If agreeable to you, I would like my first day of employment with (new employer) to begin on (date), as I am eager to start my new position.

Thank you for the confidence you demonstrated by selecting me for this position and for the help you provided me with during the hiring process. I look forward to working with you.

**Miscellaneous Letter 2: Post-Interview Letter**

Dear \_\_\_\_\_:

I appreciated the opportunity to interview at your company last (day of week). The tour of your (facility, offices, plant, or factory) and conversations with the staff gave me a clear overview of the role of (title of position applying for) at your (facility, office, plant, or factory). In particular, I was impressed with \_\_\_\_\_ (e.g., the state-of-the-art equipment in Acme's laboratories and the exciting medical research that is being conducted there).

The entire experience has confirmed my desire for employment as a (title of position) with (name of company). My experience as a (former job title), along with my (state degree, prior experience, skills, or course work), have prepared me well for this position. Based on my interview, I think I would fit in well with the (name of company) staff.

Thank you again for the experience of getting to know your organization better. I would welcome the opportunity to work for (name of company), and I look forward to hearing from you in the next two weeks.

**Miscellaneous Letter 3: Thank You Letter**

**Thank You Letter** (to someone who helped you find employment)

Dear \_\_\_\_\_:

I wanted to drop you a note telling you that I have accepted a position as (job title) with (name of company). My first day of employment will be (date).

I also wanted to thank you for all the help in gave me during my job search. I am very grateful for your advice and support. If there is any way I can help you in the future, please let me know.

Again, thank you for all you have done for me.



Perhaps for months now, you've been looking forward to the day you resign from your present job so you will at last be able to tell the boss exactly what you think of him. Perhaps you will tell off a few of your co-workers while you're at it, but don't do it, even if you think you will never need this employer as a reference. Why? Odds are high you will need a reference from this employer sometime in the future when you will be thoroughly investigated for a job that you want. When this day comes, you will be glad you didn't tell your boss what you really think of him. In fact, it would be a very good idea for you to try to mend any fences before you quit your job.

Before submitting your letter of resignation, consider the following:

**Don't let a resignation letter damage your legal rights.** If you signed an employment contract, you need to review it before handing in your resignation letter. Make sure resigning doesn't result in your forfeiting your right to receive bonuses or unpaid commissions. Remember also that when you resign, you are forfeiting your right to collect unemployment benefits. If you are resigning because your boss is violating the law, such as blackmailing you, sexually harassing you or racially discriminating against you, a consultation with an attorney would be a good idea before handing in your resignation letter, particularly if you plan to file suit. What you write in your resignation letter could be used against you.

**Know Your Employer's Policy Regarding Resignations.** Some companies consider your employment with them to end the day you hand in your resignation and will waive your offer of the standard two-week notice. For this reason, you should find out how your current employer treats employees who resign before deciding how much notice to give. You want to avoid surprises like the following true story: A woman accepted a new position that was due to start in three months. She thought she would be helping her current employer out by giving a three-month notice. Much to her surprise, her employer told her she could leave the day she handed in her resignation letter. She was without income for three months. Had she asked her co-workers beforehand, she would have been told that the company always lets people go on the very day that they resign.

**John Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_smith@email.com

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June 15, 2001

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

Please accept my resignation effective July 1, 2001. I have accepted a position with the XYZ Corporation as a Sales Manager, and am hereby giving my one month notice so that I can help recruit and train my replacement, and so that my territory will continue to be serviced during the transition.

My decision to leave Acme came only after long and careful consideration. I have very much enjoyed my work, as well as working with my clients and co-workers over the past six years. However, I feel that my new position with XYZ is one that offers me additional opportunities for growth and professional development.

I would like to express my appreciation to you for the opportunity, training, and guidance you have provided me over the past six years. If there is anything I can do to help you make the transition easier, please let me know. Again, it has been a pleasure working with you.

Sincerely,

**John Smith**

John Smith

**John Smith**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_smith@email.com

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June 15, 2001

Mr. Jack Wilson, President  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

Please accept my resignation effective July 1, 2001. I have accepted a position with the XYZ Corporation as a Sales Manager, and am hereby giving my one month notice so that I can help recruit and train my replacement, and so that my territory will continue to be serviced during the transition.

My decision to leave Acme came only after long and careful consideration. I have very much enjoyed my work, as well as working with my clients and co-workers over the past six years. However, I feel that my new position with XYZ is one that offers me additional opportunities for growth and professional development.

Although you and I have often had our disagreements, I would like to sincerely express my appreciation to you for the opportunity, training, and guidance you have provided me over the past six years. If there is anything I can do to help you make the transition easier, please let me know.

Sincerely,

**John Smith**

John Smith

**Letters in Response to a Class. Ad:**

[Sample 1: Project Manager](#)  
[Sample 2: Office Manager](#)  
[Sample 3: Sales Manager](#)  
[Sample 4: IT Manager](#)  
[Sample 5: Instructor](#)  
[Sample 6: Software Engineer](#)  
[Sample 7: Researcher / Scientist](#)  
[Sample 8: Business Consultant](#)  
[Sample 9: Systems Analyst](#)  
[Sample 10: Marketing Director](#)  
[Sample 11: Electrical Engineer](#)  
[Sample 12: Overqualified for position](#)  
[Sample 13: Business Analyst](#)  
[Sample 14: Engineer](#)  
[Sample 15: Industrial Engineer](#)  
[Sample 16: Administrative Assistant](#)  
[Sample 17: New Graduate, Communications](#)  
[Sample 18: Database Manager](#)  
[Sample 19: Senior Financial Analyst](#)  
[Sample 20: Sales Representative](#)  
[Sample 21: Software Specialist](#)  
[Sample 22: Office Manager](#)

**Sample Networking Letters:**

[Sample 1: Sales Manager](#)  
[Sample 2: Benefits Administration](#)  
[Sample 3: Information Systems Manager](#)  
[Sample 4: Supply Chain Manager](#)  
[Sample 5: Pharmaceutical Sales](#)  
[Sample 6: Entry Level Manager](#)  
[Sample 7: Counselor](#)  
[Sample 8: Loan Officer](#)  
[Sample 9: Telemarketing Manager](#)

**Sample Broadcast Letters:**

[Sample 1: Sales Management](#)  
[Sample 2: Healthcare Administration](#)  
[Sample 3: Software Developer](#)  
[Sample 4: E-commerce Developer](#)  
[Sample 5: Sales and Marketing](#)  
[Sample 6: Accountant](#)  
[Sample 7: Technical Instructor \(leaving military\)](#)  
[Sample 8: Construction Estimator](#)  
[Sample 9: Electrical Engineer](#)  
[Sample 10: Research Scientist](#)  
[Sample 11: Entrepreneur](#)  
[Sample 12: Stock Broker](#)  
[Sample 13: Library Science](#)  
[Sample 14: System Architect / Project Manager](#)  
[Sample 15: Tax Accountant / Financial Analyst](#)  
[Sample 16: Circulation Manager](#)  
[Sample 17: Law Enforcement](#)  
[Sample 18: Criminal Justice](#)  
[Sample 19: Electronic Technician](#)  
[Sample 20: Realtor](#)  
[Sample 21: Research Scientist](#)

**Miscellaneous Letters**

[Sample 1: Acceptance of Job Offer](#)  
[Sample 2: Post-Interview Thank You Letter](#)  
[Sample 3: Thank You \(to someone who helped you\)](#)  
[Sample 4: Resignation Letter 1](#)  
[Sample 5: Resignation Letter 2](#)  
[Sample 6: Letter to a Recruiter](#)

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END OF BOOK -- [Return Home](#)