

## BUSINESS CORRESPONDENCE

### Cover Letters

A cover letter is a one-page document that serves to introduce you to an employer when you are not physically present to do so yourself. Composing an effective cover letter can be tricky. However, with a little time, effort, style, and creativity, you can use a well-written cover letter as one way to separate yourself from the competition. It can serve as a window of opportunity in which you can highlight your specific skills, background, and experiences that are related to the employers' wants and needs.

**Format:** The style and appearance of a cover letter is important. Most business correspondence is typed using a formal business letter style in full-block or semi-block format. In the full-block format, all parts of the letter, including the first lines of paragraphs, are flush against the left margin. In the semi-block style, your return address, the current date, and the closing lines begin at the center of the page or are right-justified. Your name and return address information may be typed in letterhead style similar to the heading on your resume. (See sample letters.) Quality bond paper matching your resume paper gives the most professional appearance, and the CDC recommends that you not fold your resume and cover letter when mailing them, but rather send them in a large envelope.

**Content:** Keep your letter to one page, target it to your purpose, use concise statements, and focus on the employers' needs and requirements. When possible, use percentages, numbers, or dollar amounts to measure achievements and results. Remember to ask for what you want – a meeting or a return call, if applicable, before you close your letter. Always express appreciation for a contact's time and effort.

### Thank You Letters

A simple but strategic letter to thank an employer for an interview or for a networking opportunity/information can set you apart from other applicants. The thank you letter follows the basic letter format and offers you the opportunity to:

- ? Express appreciation to the contact person for the interview/information.
- ? Serve as a reminder of your name and how you can be contacted.
- ? Reflect your interest in the job and in taking the process to the next level (if applicable).
- ? Sell yourself once again to the contact by summarizing the "fit" between your qualifications and the requirements of the position you are seeking (if applicable).
- ? Mention key information that you failed to state during your meeting, and/or clarify any information that you provided that may have been misunderstood or taken the "wrong way."

### Acceptance/Rejection Letters

It is appropriate to confirm your acceptance or rejection of an internship/job offer with a letter that includes mention of the terms of your agreement. This professional approach serves to clarify "up front" any miscommunications that may exist and represents your commitment to your verbal agreement.

Once you have accepted a position, you should immediately notify all companies with which you have outstanding offers or applications. You may want to initially contact them by phone, but they should also be notified in writing that you have accepted another position. It is advisable that you maintain a cordial relationship with these companies. With the high degree of change on the corporate scene, you may be back in touch with these companies in the future. There may even be a merger or acquisition involved that brings you into their employment.

It is important to thank all company contacts for their time and consideration and provide feedback to all networking contacts who have helped you during your search.

## What Makes a Great Cover Letter?

1. **No spelling or typing errors.** Not even one.
2. **Address it to the person who can hire you.** Resumes sent to the personnel department have a tougher time of it. If you can find out (through networking and researching) exactly who is making the hiring decision, address the letter to that person. Be sure the name is spelled correctly and the title is correct. A touch of formality is good too: address the person as “Mr.,” “Mr.,” “Dr.,” or “Professor”.
3. **Write it in your own words** so that it sounds like you – not like something out of a book. Employers are looking for knowledge, enthusiasm, career focus, and experience.
4. **Being “natural” makes many people nervous.** And then even *more* nervous because they are trying to avoid spelling errors and grammatical mistakes. If you need a little help with grammar – check *The Business Writer’s Handbook*.
5. **Show that you know something about the company and the industry.** This is where your research comes in. Don’t go overboard – just make it clear that you didn’t pick this company out of the phone book. You know who they are, what they do and *you* have chosen them!
6. **Use terms and phrases that are meaningful to the employer.** (This is where your industry research and networking come in.) If you are applying for an advertised position, use the requirements in the ad. Make sure your cover letter contains each of the requirements that you have met and show how you measure up.

## **Cover Letter Worksheet**

List three things the company prides themselves on as presented in the advertisement:

- 1.
- 2.
- 3.

List three qualities about the company that interest you:

- 1.
- 2.
- 3.

What skills and abilities is the company looking for in a potential candidate as stated in the ad:

- 1.
- 2.
- 3.

Match your personal skills and abilities to the company's qualifications:

- 1.
- 2.
- 3.

Provide one example for each skill/ability you possess that match the company's qualifications:

- 1.
- 2.
- 3.

**General Business Letter Writing Template**  
(May substitute personal stationery heading)

Your Street Address  
Current City, ST 00000

September 2, 2003

Ms. Lily Smith  
Job Title  
Company Name  
Street or P.O. Box Address  
City, ST 00000

Dear Ms. Smith:

**Introduce yourself and state the reason for the letter.** Reflect on your contact and express a positive message to them or say something complimentary about them or their company. This paragraph should be 2-4 sentences long.

**Build your case.** Elaborate on the purpose of your message. Provide specifics that help you make your point.

**Ask for what you want.** Let your reader know if you are anticipating action to be taken and show flexibility on your part. You can be proactive by saying how and when you will follow up. State your appreciation for their efforts. Be sure to include a current phone number and/or email address if you are asking that they contact you again.

Sincerely,

*(Written Signature)*

Your Typed Name

Enclosure *(Include if you are enclosing a document)*

**Cover Letter Template to a Target Company**  
*(May substitute personal stationery heading)*

Your Street Address  
Current City, ST 00000

September 2, 2003

Ms. Lily Smith  
Job Title  
Company Name  
Street or P.O. Box Address  
City, ST 00000

Dear Ms. Smith:

**Introduce yourself and state your purpose.** Use this paragraph to get the employer's attention. How did you hear about this opportunity and what position are you applying for within the company? If you have a referral name, this is a good place to mention it, state why you are interested in their company, products/services and the position. This paragraph should be 2-4 sentences long.

**Justify your qualifications.** Relate your qualifications to specific job requirements, using examples of your work experiences and achievements to make your points. Highlight or add pertinent details of interest to the employer in this section. Reflect the company's needs and indicate what you can do for them.

**Express your interest to interview.** This paragraph should briefly indicate your desire for a personal interview and show flexibility regarding time and place. You can be proactive by saying how and when you will follow up. State your appreciation for their time and consideration. Be sure to include a current phone number and/or email address.

Sincerely,

*(Written Signature)*

Your Typed Name

Enclosure *(Include if you are enclosing your resume)*

**PROOFREAD, PROOFREAD, PROOFREAD!!! – Here are real quotes that show of how mistakes on cover letters can eliminate you from job opportunities.**

REPRINT FROM FORTUNE MAGAZINE 7/97

1. “I demand a salary commiserate with my extensive experience.”
2. “I have lurnt Word Perfect 6.0 computer and spreadsheet programs.”
3. “Received a plague for Salesperson of the year.”
4. “Reason for leaving last job: maturity leave.”
5. “Wholly responsible for two (2) failed financial institutions.”
6. “Failed bar exam with relatively high grades.”
7. “It’s best for employers that I not work with people.”
8. “Let’s meet, so you can “ooh” and “aah” over my experience.”
9. “You will want me to be Head Honcho in no time.”
10. “Am a perfectionist and rarely if if ever forget details.”
11. “I was working for my mom until she decided to move.”
12. “Marital status: single. Unmarried. Unengaged. Uninvolved. No commitments.”
13. “I have an excellent track record, although I am not a horse.”
14. “I am loyal to my employer at all costs...Please feel free to respond to my resume on my office voice mail.”
15. “I have become completely paranoid, trusting completely no one and absolutely nothing.”
16. “My goal is to be a meteorologist. But since I possess no training in meteorology, I supposed I should try stock brokerage.”
17. “I procrastinate, especially when the task is unpleasant.”
18. “Personal interests: donating blood. Fourteen gallons so far.”
19. “Instrumental in ruining entire operation for a Midwest chain store.”
20. “Note: Please don’t misconstrue my 14 jobs as “job hoping”. I have never quit a job.”
21. “marital status: often. Children: various.”
22. “Reason for leaving last job: They insisted that all employees get to work by 8:45 a.m. every morning. Could not work under those conditions.
23. “The company made me a scapegoat, just like my three previous employers.”
24. “Finished eighth in my class of ten.”
25. “References: None. I’ve left a path of destruction behind me.

*Letter Requesting Informational Interview*

54 Powhatan Avenue  
Norfolk, VA 23517  
September 21, 2003

Ms. Cynthia S. Kennedy  
Manager  
Jones, Smith and Doe, P.C.  
1400 World Civic Center  
Norfolk, VA 23510

Dear Ms. Kennedy:

Dr. Carr, Professor of Accounting at the Freeman School of Business, suggested that I contact you. He thought that you would be in an excellent position, as an alumni, to assist me with career information and advice.

As an accounting student, I am currently exploring my career options. Public accounting, management accounting, and IRS work all sound interesting to me at this point, but I want to go into my campus interviews with a clear sense of direction. I would like to get your advice on the long term career implications of each path as well as a better handle on the day-to-day activities of a CPA.

I will call you next week to see if we can arrange a brief meeting at your convenience, and I am enclosing my resume as background information. Thank you for considering my request.

Sincerely,

*(Written signature)*

Janis K. English

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Cover Letter to a Networking Contact – Sample #1*

31 McAlister Avenue  
New Orleans, LA 70118

September 3, 2003

Mr. Alvis Trahan  
Vice President, Investments  
A. G. Edwards & Sons, Inc.  
5301 Wisconsin Avenue, NW, Suite 250  
Washington, DC 20015

Dear Mr. Trahan:

You seem like the perfect person for me to speak with for career advice. I located your name in the Career Consultant Network database at the Freeman School, and several aspects of your listing caught my attention. First, I recognized my hometown of Annapolis, and then I noticed that your concentration is in the field of investments--a mutual interest of ours. I know, too, that A. G. Edwards ranks third for stock-picking in a study conducted by Zacks Investment Research.

As a first-year MBA student with a concentration in finance, I am eager to find out more about the field of investments. I'm thinking that an internship would be a great way for me to learn while also gaining valuable work experience. I would, therefore, appreciate any insight you would share with me about breaking into this field and about the responsibilities involved. I am enclosing a copy of my resume for background information.

I look forward to speaking with you and will contact you by phone at a time that is convenient for you. Please let me know your available times so that I can set an appointment. You can reach me at 504-862-0000 or by email at [shunte@tulane.edu](mailto:shunte@tulane.edu). Thank you for your willingness to help.

Sincerely,

*(Written Signature)*

Sandra R. Hunter

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Cover Letter to a Networking Contact – Sample #2*

123 America Street  
New Orleans, LA 70118

September 26, 2003

Mr. Robert Smith  
Chief Financial Officer  
Rosemond Enterprises  
One Presidential Industrial Park  
Destrehan, LA 70098

Dear Mr. Smith:

I am currently an MBA student at Tulane University's Freeman School of Business with a concentration in finance. I located your name in the Career Consultant Network database, and I would appreciate your advice regarding my pursuit of a summer internship in the field of corporate finance.

My career research has led me to believe that corporate finance is a good fit for me. With your background, experience, and extensive knowledge in this field, I look forward to any information you will share with me in response to a number of questions that I have in mind.

Please let me know a convenient time for me to call you; our conversation should not take longer than 15 minutes. You can reach me at 504-555-5555 or by email at [ajobb1@tulane.edu](mailto:ajobb1@tulane.edu). So that you will have a better idea of my background, I am enclosing a copy of my resume for your review.

I appreciate your willingness to help.

Sincerely,

*(Written Signature)*

Anita Jobb

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Cover Letter to a Target Company – Sample #1*

17 Success Lane  
New Orleans, LA 70118

October 17, 2003

Ms. Jean Washington  
Human Resources Manager  
Procter & Gamble  
Procter & Gamble Plaza  
Cincinnati, OH 45201

Dear Ms. Washington:

As an MBA student at Tulane University's Freeman School of Business, I am concentrating in marketing and will pursue a career in brand management upon my graduation in May 2003. To reach my goal, I have extensively researched the marketing field, taken pertinent course work and interned in brand management. I have tremendous admiration for Procter & Gamble as an industry leader, and I also highly regard their products. I am seeking to learn more about both the challenges and opportunities with your company.

During my studies at Tulane, I have maintained a 3.7 GPA and have also been active as President of the Tulane Marketing Club. Additionally, I believe my undergraduate studies in English at Boston College have enhanced my written and verbal communication skills.

My work experience at ABC Distributors included market analysis, data analysis, working with the advertising agency, and creating appealing packaging for products. Prior to that, at DEF Advertising, I evaluated publications, structured the annual advertising plan, and negotiated contracts. I also developed, scheduled, and monitored the production of brochures, direct mail pieces and videos.

I am enclosing my resume for your review and will call you early next week to see if a meeting is possible. I may be reached at 504-555-1212 or mtlebl@tulane.edu. Thank you for your consideration.

Sincerely,

*(Written Signature)*

Morris LeBlanc

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Cover Letter to a Target Company – Sample #2*

222 Progress Lane  
New Orleans, LA 70006

October 17, 2003

Mr. John Kennery  
Human Resource Manager  
Mechanical Systems  
2645 10<sup>th</sup> Avenue  
New York, NY 10067

Dear Mr. Kennery:

As an MBA student at Tulane University's Freeman School of Business, I am seeking an internship in international sales and emerging markets. I targeted Mechanical Systems because your business is rapidly expanding in Latin America, and I believe that my background is particularly suited to the sales and marketing of technical products in that part of the world.

A native speaker of Spanish, from Mexico, I am also fluent in French and Portuguese. I graduated from the Universidad Panamericana with a B.S. in mechanical engineering, and I am currently concentrating my MBA studies in marketing. I am also willing to travel extensively.

I recognize the high energy level and enthusiasm required for a successful sales career. As an undergraduate, I worked 20 hours per week while maintaining a 3.3 GPA in a highly competitive program. At Tulane, I work as a teaching assistant for a marketing professor and participate as an active member of the Marketing Club, in addition to my MBA studies.

Please review my enclosed resume; I will call you next week to see if it is possible to arrange a mutually convenient time to meet. I may be reached at 504-555-1212 or [ssimon@tulane.edu](mailto:ssimon@tulane.edu). Thank you for your consideration.

Sincerely,

*(Written Signature)*

Susan Simmons

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Cover Letter to a Target Company, Sample #3*

222 Smart Street  
New Orleans, LA 70118

October 18, 2004

Mr. John Smith  
XYZ Corporation  
33 Wall Street  
New York, NY 10017

Dear Mr. Smith:

After reading your brochure and researching XYZ Corporation, I became quite interested in both your products and possible employment through your summer program. I am enclosing my resume for your review.

You will find that I have significant experience involving several programming languages and computers and that I have worked on many operating systems, including 2.9, 4.1, & 4.2 BSD UNIX, WindowsNT, VM/CMS, PC/IX and MS-DOS. My experience also includes work as a system programmer and operator on both Vax 11/780 and Vax 11/750. I am a quick learner with effective organizational and time management skills, and I enjoy continuing to gain expertise with new systems.

I would appreciate an opportunity to discuss my qualifications and your summer internship program. I will contact you early next week to schedule a suitable meeting time. In the meantime, I can be reached at (504) 865 -0000 or MJones@tulane.edu

Sincerely,

*Michael Jones*

Michael Jones

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Cover Letter to a Target Company – Sample #4*

222 Smart Street  
New Orleans, LA 70118

October 18, 2003

Mr. John Smith  
ABC Investment Bank  
33 Wall Street  
New York, NY 10017

Dear Mr. Smith:

I am enclosing my resume for your consideration for an internship in Equity Research. As a first year MBA student at Tulane University concentrating in finance, I have targeted your company because of its reputation as a leader in the industry.

At Tulane I was selected to participate in Burkenroad Reports, a highly recognized analyst program. I am part of a team that will meet with management of a Louisiana restaurant chain, research financial information, and prepare and publish a report to the investment community nationwide. I have strong quantitative and communication skills, and I believe that my five years experience in restaurant management will enhance my ability to provide a knowledgeable analysis of the restaurant industry.

I will be in New York the last week of October and would appreciate an opportunity to meet with you. Please contact me at 504-555-5555 or [mjones@tulane.edu](mailto:mjones@tulane.edu) if you require additional information. I will call you next week to see if I may arrange a mutually acceptable time. Thank you for your consideration.

Sincerely,

*Michael Jones*

Michael Jones

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Cover Letter to a Target Company – Sample #5*

41 5<sup>th</sup> Street  
Ski City, VT 85722  
October 1, 2003

Ms. Crystal Mills  
President  
Really Big Ad & P.R., Inc.  
521 East Fern Street  
Indianapolis, IN 83230

Dear Ms. Mills:

The article in the September issue of *Fortune Magazine* on your company's record-breaking quarter was very interesting to me. I am also excited about Really Big's approach to recruiting marketing majors, since my background is in sales and advertising. I would like to learn more about your work as well as about the possibility of joining your firm.

My qualifications include:

- ? MBA from Tulane University in May 2003
- ? Concentration in marketing, with a 3.5 GPA
- ? Experience in advertising and market research
- ? Publicity seminar participation (University of Virginia)

I will be in Indiana polis during the week of October 10<sup>th</sup> and hope that your schedule will permit us to meet briefly to discuss our mutual interests. I will call your office next week to see if such a meeting can be arranged.

I am enclosing my resume for your review. Thank you for your time and consideration.

Sincerely,

*Stanley B. McGee*

Stanley B. McGee  
504-888-8888  
smcgee@tulane.edu

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Cover Letter (With Referral Name) to a Target Company*

**Morris R. LeBlanc**

17 Success Lane · New Orleans, LA 70118 · 504-862-0000 · [mrlebl@tulane.edu](mailto:mrlebl@tulane.edu)

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October 17, 2003

Ms. Jean Washington  
Human Resources Manager  
Procter & Gamble  
Procter & Gamble Plaza  
Cincinnati, OH 45201

Dear Ms. Washington:

At the suggestion of Dr. Grant Lead, of the Marketing Department at Tulane's Freeman School of Business, I am sending my resume to you for your consideration. As an MBA student at the Freeman School, I have concentrated in marketing and am pursuing a career in brand management. I am particularly interested in Procter and Gamble because of its high-quality products and its strong value for innovation, creativity, and leadership.

To reach my goal, I have extensively researched the marketing field, taken pertinent course work and interned in the field. I can offer Procter & Gamble the following:

- ? Experience in market analysis, data analysis, consumer goods, product placement, and advertising
- ? MBA candidate (May 2004) at Tulane University's Freeman School of Business with a concentration in Marketing.
- ? Leadership as Tulane Marketing Club President
- ? Degree in English from Boston College.
- ? Experience with Microsoft Office, Quark XPress, PageMaker, and HTML

I will call your office within a week to see if a meeting is possible during my visit to Cincinnati the last week of October (27-31). Please contact me at 504-555-1212 or at [mrlebl@tulane.edu](mailto:mrlebl@tulane.edu) if you require transcripts or additional information. I look forward to speaking with you, and I thank you for your consideration.

Sincerely,

*Morris R. LeBlanc*

Morris R. LeBlanc

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Cover Letter Responding to an Advertised Position*

4000 Broadview  
New Orleans, LA 70118

October 17, 2003

Mr. Thomas Little  
Human Resources Manager  
CDE Investment Bank  
40 Wall Street  
New York, NY 10001

Dear Mr. Little:

I am an MBA candidate at Tulane University's Freeman School of Business, concentrating in finance, with a background in public relations. My career goal is to work in Investor Relations, and I was excited to see the strong match between my qualifications and the requirements of your open position for an Associate. My qualifications that meet those requirements include:

- ? MBA from Tulane University (May 2004) with a concentration in Finance
- ? B.A. in English from Loyola University
- ? Four years experience as a Media Specialist for Ochsner Hospital
- ? Heavy exposure to media requests for information
- ? Ability to diffuse difficult situations

Please let me know if it is possible for us to meet when I am in New York November 20-25. I am also in a position to travel to New York during October. Please review my enclosed resume and contact me at 504-555-5555 or [klee@tulane.edu](mailto:klee@tulane.edu) if you require additional information or examples of my writing skills. Thank you for your consideration.

Sincerely,

*Katherine Lee*

Katherine Lee

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Cover Letter Responding to Classified Ad*

3435 Mission Street  
Santa Barbara, CA 24551

May 22, 2004

Ms. Nora Catcher  
Human Resources Manager  
First Department Store  
211 West Boulevard  
Los Angeles, CA 33443

Dear Ms. Catcher:

Please accept this letter in application for the position of Human Resource Associate, which was advertised in the May 20 issue of the *Los Angeles Times*.

Currently I am completing an MBA degree at Tulane University's Freeman School of Business with a supporting concentration in Organizational Behavior. My education has provided me with a broad knowledge of business and human resource issues. In addition, I have worked successfully in a number of part-time positions in the retail industry, including work in customer service. First Department Store is highly respected in the industry, and I am personally familiar with your Los Angeles store. I would very much like to be a part of your team and believe that my education and experience could contribute to your organization.

The enclosed resume provides further details about my education and work experience. I would welcome the opportunity to discuss the position with you and how I might contribute to your organization's goals. I will call you next week to see if we can arrange an interview at your convenience. If you need to reach me before then, please contact me at 415-555-1212 or [mrays@tulane.edu](mailto:mrays@tulane.edu).

Thank you for your time and consideration.

Sincerely,

*Michele Rays*

Michele Rays

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

***Cover Letter Responding to an Internet Job Posting – Sample #1***

4700 Advance Avenue  
New Orleans, LA 70118

October 17, 2002

Mr. Timothy Lang  
Human Resource Manager  
ABC Investment Bank  
33 Wall Street  
New York, NY 10033

Dear Mr. Lang:

While researching the Internet for internship opportunities, I located your homepage and found your Finance Internship Program to be extremely interesting. I am a first year MBA student seeking an internship in the area of mergers and acquisitions, and I am enclosing my resume for your consideration.

My qualifications that fit your job requirements, as posted on the web, include:

- ? MBA candidacy with Finance concentration at Tulane University's Freeman School of Business
- ? B.S. in Economics from Colgate University (GPA 3.5)
- ? Four years experience with Wachovia Bank as a commercial loan analyst
- ? Excellent quantitative, analytical, and communication skills
- ? Experience with spreadsheets and database analysis
- ? Moderate fluency in Spanish

I will be in New York November 20-25, and I could also be available during the month of October. Please contact me at 504-555-5555 or [mgilmor@tulane.edu](mailto:mgilmor@tulane.edu) if you require transcripts or additional information. I will call you within week to see if a meeting is possible. Thank you for your consideration.

Sincerely,

*Martin Gilmore*

Martin Gilmore

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Cover Letter Responding to an Internet Job Posting – Sample #2*

4700 Advance Avenue  
New Orleans, LA 70118

October 17, 2003

Mr. Timothy Lang  
Human Resources Manager  
ABC Investment Bank  
33 Wall Street  
New York, NY 10033

Dear Mr. Lang:

While researching the Internet for internship opportunities, I located your homepage and found your Finance Internship Program to be extremely interesting. I am a first year MBA student seeking an internship in the area of mergers and acquisitions, and I believe that my qualifications closely fit your job requirements, as posted on the web.

Currently an MBA candidate at Tulane's Freeman School of Business with a concentration in finance, I am also active on campus as a Freeman School Senator and a member of the Freeman Investment Club. Additionally, I earned a BS in economics from Colgate, *magna cum laude*, in 1997.

During my four years as a commercial loan analyst at Wachovia Bank, I developed high level quantitative, analytical and communication skills and a familiarity with spreadsheets and database analysis. I am also moderately fluent in Spanish and am currently studying conversational French.

I will be in New York November 20-25, and I could also be available during the month of October. I am enclosing my resume for your review; please contact me at 504-555-5555 or [mgilmor@tulane.edu](mailto:mgilmor@tulane.edu) if you require transcripts or additional information. I will call you within a week to see if I may arrange a time for an interview. Thank you for your consideration.

Sincerely,

*Martin Gilmore*

Martin Gilmore

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Thank You Letter for Networking Opportunity*

31 McAlister Avenue  
New Orleans, LA 70118

February 14, 2004

Mr. Alvis Trahan  
Vice President, Investments  
A. G. Edwards & Sons, Inc.  
5301 Wisconsin Avenue, NW, Suite 250  
Washington, DC 20015

Dear Mr. Trahan:

Thank you for the opportunity to speak with you on Tuesday, February 13. I really appreciate your taking time out of your busy schedule to discuss the field of investments, your position at A. G. Edwards, and internship possibilities with me.

As you suggested, I reviewed your series of *Finance Review* articles. They did a great job clarifying the role of a stockbroker, and I especially value your clear and simple explanation of dollar cost averaging. I have enclosed some recent Freeman Report information that may be of interest to you, and I also look forward to hearing your opinion on questions I have regarding the concept of market speculation.

Again, thank you for taking the time to call me and discuss not only your job but also the possibility of an internship at A. G. Edwards. I look forward to meeting with you on Wednesday, February 23; I will contact you by phone on Monday, February 21 to arrange the details of our meeting.

Sincerely,

*Sandra R. Hunter*

Sandra R. Hunter

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Contact Follow-Up Letter*

1234 Main Street  
New Orleans, LA 70118  
September 15, 2003

Mr. John Recruiter  
Director, Human Resources  
ABC Corporation  
2530 W. 35<sup>th</sup> Street  
Austin, TX 78751

Dear Mr. Recruiter:

We met two weeks ago in New York at the Freeman Days in New York reception. Since our conversation about recent projects that ABC Corporation has developed with many of the leaders in the computer software industry, I have thought more about the possibility you mentioned regarding employment opportunities within your company.

As I mentioned in New York, I have had experience in computer programming and will receive my MBA degree in May 2003. In addition, I feel confident that I could make an immediate contribution to ABC Corporation. I have enclosed a resume for your review and would appreciate an opportunity to further discuss my qualifications and how they can help ABC to meet its needs. I will call you within a week to see if a meeting can be arranged.

Sincerely,

*Martin J. Freeman*

Martin J. Freeman

Enclosure

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

***Thank You Letter for Interview – Sample #1***  
*(May substitute stationery heading)*

123 America Avenue  
New Orleans, LA 70118

October 12, 2003

Mr. James R. Quinn, Director  
Personnel Department  
Davis Enterprises  
2290 Cambridge Street  
Boston, MA 01181

Dear Mr. Quinn:

Thank you for the opportunity to interview yesterday for the Sales Trainee position. I enjoyed meeting you and learning more about Davis Enterprises. You have a fine staff and a sophisticated approach to marketing .

Your organization appears to be growing in a direction which parallels my interests and career goals. My prior experience operating office equipment plus my training in communications would enable me to progress steadily through your training program and become a productive member of your sales team. The interview with you and your staff confirmed my initial positive impressions of Davis Enterprises, and I want to reiterate my strong interest in working for you and in taking this process to the next level.

Again, thank you for your consideration. If you need any additional information from me, please feel free to call me at (504) 888-1111, or email [gstopp@tulane.edu](mailto:gstopp@tulane.edu).

Sincerely,

*Gail S. Topper*

Gail S. Topper

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Thank You Letter for Interview, Sample #2*

1313 New Street  
New Orleans, LA 70118

November 15, 2003

Ms. Janice Taylor  
Human Resources Manager  
ABC Company  
1515 Central Avenue  
Baltimore, MD 11133

Dear Ms. Taylor:

Thank you for the opportunity to interview with you on Tuesday, November 14, for the position of Sales Representative and for your presentation on campus Monday evening. These experiences reaffirmed both my interest in your company and my confidence that my background and experience are a good “fit” for working at ABC Company.

As we discussed, my experience in sales and customer service is directly relevant to the skills and qualities which you seek in your sales representatives. Also, as you strive to diversify your market, my contact with customers of varying ages and backgrounds will position me to implement sales strategies quickly and effectively. I am excited about your training program and the specifics we discussed on Tuesday. As my past successes have indicated, I learn quickly and am very adaptable.

I look forward to seeing you again, meeting others within the ABC Company, and visiting your new facilities. If you have any further questions or need additional information, please contact me at (504) 123-1234 or [CPatterson@tulane.edu](mailto:CPatterson@tulane.edu). Thanks again for your time and consideration.

Sincerely,

*Camille Patterson*

Camille Patterson

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Thank You Letter – 2<sup>nd</sup> Interview*

**Robert J. Abernethy**

222 Seabridge Road · New Orleans, LA 70118 · 504-862-2222 · [rabern@tulane.edu](mailto:rabern@tulane.edu)

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May 28, 2004

Mr. Orville Wells  
Research Director  
XYZ Company  
Chicago, IL 68557

Dear Mr. Wells:

I appreciated the chance to interview with the XYZ Company for the position of Technology Manager. This is an exciting and challenging opportunity, and I want to reaffirm my strong interest in this assignment.

In particular, I enjoyed meeting with Carl Becker, Denise McQueen, and Dick Havilland; and I appreciated their time in explaining the Manager position and the function of the Technology Department. This was most enlightening and served to pique my interest in working as part of this group.

I believe that my Master's degree in Business Administration and my summer internship with ABC Corporation position me well to meet the requirements of your position. In addition, my strong background in information systems would allow me to contribute greatly to the group's efforts.

Again, Mr. Wells, thank you for the opportunity to meet with you and the members of your department. I appreciate your hospitality, and I look forward to hearing from you concerning the outcome of our discussions. I can be reached at 504-888-8888 or by email at [rabern@tulane.edu](mailto:rabern@tulane.edu).

Sincerely,

*Robert J. Abernethy*

Robert J. Abernethy

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Letter Replying To a Rejection*

**Elizabeth Jasper**

2500 Oak Street · New Orleans, LA 70118 · 504-865-0000 · [EJasper@tulane.edu](mailto:EJasper@tulane.edu)

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April 25, 2004

Mr. Bob Smith  
Recruiting Director  
ABC Corporation  
250 Commerce Drive, Suite 14  
Columbus, IN 47201

Dear Mr. Smith:

I received your letter on Friday, April 23, containing the disappointing news that ABC has decided not to further pursue employment possibilities with me. I am writing to ask if it is possible to reconsider this decision.

My research on ABC Corporation and my site visit convinced me that ABC offers the most interesting career opportunities of all the firms I have met. I also believe that my education at Tulane University and my computer programming experience position me well for your intensive training program. I have a high regard for ABC's products and have used several of your software packages. I am convinced I would bring marketing and technical skills to ABC that could add value immediately.

I sincerely apologize if this request seems out of line. My desire to work for ABC is very strong; therefore, I feel it is important to take the risk. I appreciate your time and consideration, and I hope to hear from you soon.

Sincerely,

*Elizabeth Jasper*

Elizabeth Jasper

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Letter Rejecting an Offer*

5678 Main Street  
New Orleans, LA 70118  
May 15, 2004

Mr. Austin Stari  
Manager  
Sales and Marketing Division  
Colonial Properties, Ltd.  
1700 Colonial Parkway  
Williamsburg, VA 23176

Dear Mr. Stari:

Thank you for offering me the position of commercial leasing agent with Colonial Properties. I appreciate your discussing the details of the position with me and giving me time to consider the offer.

Colonial is a fine organization, and there are many aspects of the position that are very appealing to me. However, I believe it is in our mutual best interest that I decline your offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

Again, thank you for the consideration and courtesy shown to me during the interview process. It was a pleasure meeting you and your staff.

Sincerely,

*Robert J. Abernethy*

Robert J. Abernethy

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

*Letter Accepting an Offer*

123 Colonial Drive  
New Orleans, LA 70118  
May 12, 2002

Mr. Jordan Chandler  
President  
ABC Corporation  
250 Stadium Circle, Suite 3500  
Bethlehem, PA 18017

Dear Mr. Chandler:

Thank you for your letter of May 9 offering me the position of Management Trainee for ABC Corporation at a starting annual salary of \$XX,XXX. I am very excited to have the opportunity to work for ABC, and I'm happy to accept your offer.

Your suggested starting date of June 1 is fine. I appreciate your willingness to grant me a leave of absence for the week of August 1-8, which will allow me to honor a prior commitment. I will be in Bethlehem within the next week to find an apartment, and I will get back in touch with you then.

Again, thank you for the offer. I look forward to beginning my career at ABC Corporation.

Sincerely,

*Stanley B. McGee*

Stanley B. McGee

\*Note: Once you have accepted a position, you must immediately notify all companies with which you have outstanding offers or applications. You may want to initially contact them by phone, but companies with outstanding offers to you must be notified in writing that you have accepted another position. Be sure to thank all companies for their time and consideration.

**Note: The above letter is to be referred to for reference and guideline purposes only. You should write and adapt your letter to fit your personal situation.**

## POWER PHRASES

### **Introduction:**

I am seeking an opportunity to excel in a dynamic company and am looking forward to relocating to \_\_\_\_.

I read, with a great deal of interest, your advertisement in the October 24 th, issue of \_\_\_\_.

### **Body:**

This experience has provided me with a keen appreciation for the practice of \_\_\_\_.

Your recent acquisition of the \_\_\_\_ chain would indicate an intent to pursue southeaste rn market opportunities more vigorously than you have in the past several years. I believe that my retail management background would complement your long-range strategy for \_\_\_\_ very effectively.

As my resume indicates, I have demonstrated commitment to clients and to my employer's goals. That track record is consistent in my career endeavors as well as my life as a whole.

I am a clear communicator equally at ease with senior management, officials, and clients.

I am a dedicated listener and an accomplished problem solver, always seeking to assist clients in accomplishing their mission.

Please find enclosed a copy of my resume for your review. I believe the combination of my \_\_\_\_ education and my internship experience offers me the unique opportunity to make a positive contribution to your firm.

### **Closing:**

I feel confident that an interview would demonstrate that my expertise in \_\_\_\_ would be an excellent addition to your growing company.

I look forward to meeting with you, Mr. \_\_\_\_, and will give you a call to follow up on this letter the week of September -th.

I look forward to hearing from you in the near future to schedule an interview at your convenience, during which I hope to learn more about your company's plans and goals and how I might contribute to the success of its service team.

It was good talking with you again. As promised, I am enclosing a copy of my resume for your information. If any appropriate opportunities come to your attention, I would appreciate your keeping me in mind.

Source: Cover Letters That Knock 'em Dead, Martin Yate, 2003