

**COVER LETTERS  
AND OTHER  
CORRESPONDENCE**

**Career Services**

**70 Griffin Hall  
Ext. 6695**



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materials produced by the  
National Association for Colleges and Employers.

The material is intended for on-campus use only.

# COVER LETTERS

Many times an employer's first contact with you - a prospective employee - is your cover letter. It introduces yourself and gives a summary of your experiences. Your letter creates an immediate impression for the employer. Therefore, it must be clear, creative, and concise.

## TYPES OF COVER LETTERS

**Application Letter:** This type of cover letter is used to apply for a position you know is available.

**Inquiry Letter:** This type of cover letter is used when you want to inquire about possible openings with a company but you are not aware of any.

## TIPS

- Your cover letter or letter of application is just as important as your resume, if not more important. A great deal of effort should also be placed on the development of each cover letter.
- Include a cover letter with every resume that you send unless a prospective employer specifically states otherwise.
- Keep your letter to one page and be concise. Get to the point and do not use unnecessary words.
- Address as many of the qualifications that the position requires as you can in your letter - what they are and proof that you meet them.
- Anticipate questions the reader may have and answer them.
- Don't use a form letter. Tailor your letter to each position for which you are applying.
- Use the same paper for both your cover letter and resume.
- Use the same language as the job announcement.
- Always address your letter to a specific individual with correct title and business address. Call the company (human resources or department you are interested in) and get a name if you don't have one.
- Always sign your letter.
- Be positive in content, tone, word choice, and expectations. Use an active rather than passive voice.
- Proofread. Make sure there are no errors.

## **FORMAT**

Your Street Address  
City, State, Zip

Current Date

Name of person, Title, or Position  
Name of Company  
Street Address  
City, State, Zip

Dear \_\_\_\_\_,

(First Paragraph) State why you are writing, the name of the position for which you are applying, and how you heard of the opening. Mention by name any person you know who has a connection with the organization. To catch their attention, you also may begin with a summary of your assets that would qualify you for the position. Tell why you are particularly interested in the organization, location or type of work.

(Middle Paragraph(s)) Elaborate on your main qualifications, such as educational background, related work experience, professional involvement and leadership roles that relate to the position for which you are applying. Provide evidence and convince the employer that you have the personal qualities and motivation to perform well in the position. Refer the reader to your resume.

(Last Paragraph) Be assertive and request the next step in the employment process, such as asking for an interview or suggesting a time to meet. Make it easy for the person to contact you by listing phone numbers and times when you can be reached. Thank the reader for his/her time and consideration.

Sincerely,

YOUR SIGNATURE

Your name

## **SAMPLE COVER (APPLICATION) LETTER**

1520 East Second Street  
Winona, MN 55987

March 1, 2012

Mr. Palmer Schultz  
PAMCO - Printed Tape and Label Company  
4030 West Devon  
Chicago, IL 54379

Dear Mr. Schultz:

I am writing to apply for the position of sales representative at PAMCO as advertised in *The Chicago Tribune*. I have experience in the area of manufacturing and will be graduating from Saint Mary's University of Minnesota in May with a Bachelor's of Arts degree in Marketing. I plan to relocate to Chicago.

As you can see from my resume, I worked for two summers on the filament tape production line at Minnesota Mining and Manufacturing in Minneapolis. I gained a great deal of knowledge about different ways tape is utilized in industry. Last semester, I completed a marketing research project, which examined potential markets for tape labels in local hospitals. In addition to marketing research, I have had practical experience selling advertising for our fraternity's basketball program project.

I will be in Chicago during the week of March 25 and hope that we can meet during that time. I will telephone you in two weeks to arrange a time that is mutually convenient. If you have any questions, please contact me at (507) 457-1478. I look forward to meeting with you. Thank you for your time and consideration.

Sincerely,

*Joseph Brown*

Joseph Brown

Enclosure

## **SAMPLE COVER (APPLICATION) LETTER**

700 Terrace Heights, #757  
Winona, MN 55987

October 23, 2012

Ms. Elizabeth Jones  
Director  
Family Resource Home  
560 East Broadway Street  
Winona, MN 55987

Dear Ms. Jones:

It is with great interest that I am applying for the internship position of Advocate for spring semester 2013. My professor, Ms. Stacy Stevenson, informed me of this opening and suggested that I contact you directly. This position is of particular interest to me because of the opportunity to serve the clients of your agency.

I am currently a junior at Saint Mary's University and I am majoring in human services. As indicated in the attached resume, I have completed a practicum at the youth crisis center. I learned a lot about providing support for clients and obtaining appropriate services. In addition, I am a member of the Student Association of Human Services Workers and Big and Little Pals.

If there is any other information that would be helpful, please do not hesitate to contact me at 452-5000. Thank you for your thoughtful consideration.

Sincerely,

*Jane Huma*

Jane Huma

Enclosure

## **SAMPLE COVER (INQUIRY) LETTER**

700 East Terrace Heights #1010  
Winona, MN 55987

April 10, 2012

Thomas J. Wehner  
Manager of Human Resources  
Crown American Corporation  
131 Market Street  
Johnstown, PA 15907

Dear Mr. Wehner:

In May I will graduate from Saint Mary's University, having earned a degree in History. Mr. James Czech, President of Urban Development, recommended that I contact Crown American Corporation. After researching your firm, I am very interested in being considered for employment. The Real Estate and Development Departments are of particular interest to me.

The enclosed resume outlines my leadership experience, problem-solving, analytical, and strong communication skills. While at Saint Mary's my leadership qualities were recognized by my peers when they elected me treasurer of the class for three consecutive years. In addition, while at Saint Mary's, I was a member of the Student Activities, Film and Music Committees.

My problem solving, analytical, and communication skills were sharpened during my internship at the Winona Chamber of Commerce. The major assignment given to me was the analyzing and rating of applicants for the position of Assistant Director. I worked independently and communicated the results to the Chamber Director.

As a liberally educated person with a wide range of work experience, I can provide the flexibility and adaptability necessary for management at your company. I am confident that if given the opportunity, I can contribute to Crown American's continuing success.

After your review of my qualifications, I look forward to the opportunity to meet with you regarding employment. I will contact you the week of April 25<sup>th</sup> at which time I trust we can arrange an interview time. Thank you in advance for your consideration.

Sincerely,

*Benjamin LaChance*

Benjamin LaChance

Enclosure

## **SAMPLE COVER (APPLICATION) LETTER**

320 Main Street  
Winona, MN 55987

April 5, 2012

Mr. Ned Vanders, Superintendent  
Albert Lea School District  
211 West Richway Drive  
Albert Lea, MN 56007

Dear Mr. Vanders:

I am interested in applying for your third grade teaching position as advertised on your website at <http://albertlea.k12.mn.us/jobs/>. I believe that I would contribute to the quality of teaching at your school because of my personality, dedication, concern for young children, and my teaching experience.

I will complete my bachelor's degree with a major in elementary education in May from Saint Mary's University of Minnesota. I am currently student teaching in the second grade at Jefferson Elementary School in Winona, MN. I have been creative and used some innovative ideas to capture the interest of these students. I have also developed teaching skills through my summer job of six years. As a camp director, I created, planned and supervised activities for children of elementary school age. Prior to my promotion to this position, I taught swimming and crafts as a teacher's aide.

I have enclosed my resume and welcome the opportunity to discuss my qualifications with you in person. If you have any questions, please contact me at (507) 457-1523. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

*Lisa Correcta*

Lisa Correcta

Enclosure

## **OTHER LETTERS**

During your job search, there are a variety of other letters that might be sent to a prospective employer. Information on each type is listed below.

### **THANK YOU LETTER FOLLOWING AN INTERVIEW**

After you have an interview, it is necessary to send a thank you letter. It establishes goodwill, expresses your appreciation for the interview, and it strengthens your candidacy. Send a thank you letter to everyone who interviewed you within 24 hours of your interview or as soon as possible. State your interest in at least one or two aspects of the company or position that you discussed during the interview. Also, supply any additional information or material that was requested during the interview. Close your letter by expressing interest in the position and/or organization. Thank the interviewer again for his/her time and consideration.

### **SAMPLE OF A THANK-YOU LETTER**

700 Terrace Heights, #570  
Winona, MN 55987

May 1, 2012

Kevin L. Thompson  
Director of Personnel Relations  
Northeastern Supply Company, Inc.  
2001 Bellevue Circle  
Chicago, IL 54379

Dear Mr. Thompson:

I want to express my appreciation to you for the information and consideration you gave me on Friday, April 30, during our interview. The position as sales representative is what I am looking for and I am particularly impressed with the incentive program we discussed.

Enclosed is the copy of my transcript that you requested. If you need any additional information please contact me at (507) 457-1478 and I will forward it immediately.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

*Sally Jones*

Sally Jones

## **LETTER OF ACCEPTANCE**

In this letter you should: 1) Accept the offer; 2) Confirm the terms of your employment such as salary, starting date, etc.; and 3) Express your appreciation and pleasure in being offered the position.

## **SAMPLE LETTER OF ACCEPTANCE**

240 West Main Street  
Winona, MN 55987

March 18, 2012

Mr. Palmer Schultz  
PAMCO - Printed Tape and Label Company  
4030 West Devon  
Chicago, IL 54379

Dear Mr. Schultz:

I want to express my appreciation to you for offering me the position as sales representative with PAMCO, and also to reaffirm my comment to you during our phone conversation of August 28.

I gladly accept your offer. I will arrive in Chicago on Tuesday, September 7, and according to your instructions, will report to the office on Monday, September 16, at 8:30 a.m. If I have made any miscalculations concerning time, location, or date, please inform me.

Again, I want to thank you for your kindness and consideration. I look forward to being a part of PAMCO.

Sincerely,

*Joseph Brown*

Joseph Brown

## **WITHDRAWAL LETTER**

This letter notifies other employers you have interviewed with that you have accepted another position. 1) Express your appreciation for the employer's consideration; and 2) If appropriate, state that your decision to go with another organization was based on having a better job fit for you at this point in your career.

### **SAMPLE LETTER OF WITHDRAWAL**

320 Main Street  
Winona, MN 55987

April 20, 2012

Mr. Ned Vanders, Superintendent  
Albert Lea School District  
211 West Richway Drive  
Albert Lea, MN 56007

Dear Mr. Vanders:

I am writing to inform you that I am withdrawing my application for the third grade teaching position within your school district. As I indicated at my interview, I have been exploring other opportunities. This week I was offered a fourth grade teaching position in my hometown. After careful consideration, I decided to accept it. The position provides a very good match for my personal and career interests at this time.

I want to thank you for interviewing me and considering me for your position. I enjoyed meeting you and learning about your school district. You have a great district and I wish you and your staff well.

Sincerely,

*Lisa Correcta*

Lisa Correcta

## **DECLINING AN OFFER LETTER**

When declining an offer: 1) Express appreciation for the offer and the company's interest in you; 2) Decline the offer graciously; and 3) Always "leave the door open" in case you want to contact the company in the future.

### **SAMPLE LETTER OF DECLINING AN OFFER**

700 East Terrace Heights #1010  
Winona, MN 55987

May 1, 2012

Thomas J. Wehner  
Manager of Human Resources  
Crown American Corporation  
131 Market Street  
Johnstown, PA 15907

Dear Mr. Wehner:

I want to express my appreciation to you for the time and consideration you have given me concerning the fundraising position with Crown American Corporation, and for your job offer. Thank you for discussing the details of the position with me and giving me time to consider your offer.

You have a great organization and there are many aspects of the position that are appealing to me. However, I must decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

Thank you for the consideration and courtesy you gave me. It was a pleasure meeting you.

Sincerely,

*Benjamin LaChance*

Benjamin LaChance