

Correspondence

Cover Letter

1. Address by name and title of the individual with the power to hire you, if at all possible. Try to avoid, sir, madam or to whom it may concern.
2. Adapt the letter carefully to specific details of the job opportunity.
3. Open with an idea that captures the attention of the prospective employer so that the letter and resume are considered worth reading.
4. Highlight and draw attention to the points in your resume that uniquely qualify you for the position.
5. Close your letter with a request for an interview.
6. Use a business letter format and maintain a professional tone.
7. Special attention should be given to grammar, spelling, and neatness. The cover letter should represent your very best efforts. It may be beneficial to have a friend, relative, or member of the Career Services staff review your letter prior to sending it to an employer.

Your present address
City, State, Zip

Date

Person's Name
Title
Company
Address

Each cover letter should be tailored to the organization to which you are applying. Your letter should not read as if you just filled in the blanks.

Dear Ms. Jones:

FIRST PARAGRAPH:

Attract the employer's interest by briefly touching on your specific interest in the company and/or position. If you have been referred by someone, here is where you mention it. Avoid such stereotypical, overused first sentences as "This is in answer to your advertisement," or "I am a senior in Psychology at Penn State." You want to convince the reader that you are interested in them by specifically outlining why you want to work for them and how you would contribute to the organization.

MIDDLE PARAGRAPH:

Describe your interest in the position, in the field of work, or in the organization. If you have a related class, student activity, volunteer or work experience, be sure to mention pertinent data or accomplishments to show that you have specific qualifications or skills for this particular type of work. Refer to key aspects of the resume which relate to the job or employer, but don't restate complete sections of the resume.

CLOSING PARAGRAPH:

Mention your interest in discussing the job in person (i.e., ask for an interview). Express appreciation for being considered and include a statement about your desire to have an interview.

Sincerely,

(handwritten signature)

Your typed name



Cover Letter Sample - Internship

101 Nittany Pike
Wilkes-Barre, PA 18702

Date

Dee Ziner
Account Executive
Advertising, Inc.
One Promotions Way
New York, New York 10001

Dear Ms. Ziner:

To succeed in advertising, one must possess a flair for creativity, the ability to work effectively with clients and associates, initiative, and perseverance. Through this letter I would like to demonstrate such qualities and express an interest in an Account Services internship with Advertising, Inc. When I read the announcement posted to my department's listserv, I was immediately drawn to the opportunity for professional development that this position would allow in regard to client relations and media placements.

I have enclosed a resume for your review, which outlines my experience in the field of advertising and promotion. As an advertising salesperson for my local newspaper, I work successfully with a variety of clients and with the media in designing and arranging advertisements. My responsibilities in this position enhanced my skills in writing, design, promotion, marketing, and follow-through. I quickly learned to identify appropriate markets and to promote the newspaper as an effective medium to reach those markets.

Much of my success is due to my customer orientation, my skills in identifying client needs, and in marketing the services of my employer. I am a self-starter, persistent, and possess the ability to learn quickly. I feel these skills and experiences would be a strong addition to your firm and am excited about the prospect of putting them to work for you.

I hope you agree that my qualifications seem to be a match for this internship. If so, I would appreciate the opportunity for an interview. I look forward to speaking with you.

Thank you for your consideration.

Best Regards,

Mark E. University

This candidate demonstrates an understanding of the internship requirements and is effective at relating specific details about his accomplishments and skills to the employer's needs.



Cover Letter Sample - Full-Time

Note that this candidate refers to the research she's done on the company and expresses a sincere interest. She also points out the amount and types of her relevant experiences in the field.

2014 Pittsburgh Pike
Fayette, PA 15438

Date

James Donovan
HR Administrator
Xyntek, Inc.
301 Oxford Valley Rd.
Monroeville, PA, 15146

Dear Mr. Donovan:

After reading your brochure and researching Xyntek, Inc., I became quite interested in possible employment in IT software and systems consulting. I am submitting this letter in application for this position.

I have a great deal of experience using several programming languages, including SQL, ORACLE, JavaScript, HTML, CSS and XML. In addition, I have worked with jQuery and Microsoft .NET.

In my internship at XYZ Corporation I was part of a team responsible for the design, development and production of database candidate processing systems for their human resources department. My specific role involved testing and trouble-shooting databases as they were developed. This has proven very successful for XYZ and has increased efficiency of the recruiting process for the HR administrators. I've also been web page editing on contract. In a project for the Fayette Federal Credit Union, I developed an internal search engine and an online loan application, and kept their web page up to date and added new features as needed.

I am an enthusiastic hard worker with the desire to learn many new concepts and skills. I would enjoy applying my skills and talents to a position with Xyntek, Inc. I look forward to hearing from you. Thank you for your time.

Cordially,

Mary E. Smith



Letter of Interest or Prospecting Letter

You may find that you are sincerely interested in a particular organization, but they have no jobs currently available that suit your interests. A prospecting letter will introduce you to the company in the event that positions open up matching your qualifications.

1. State why you are interested in working for that organization.
2. Demonstrate the skills you possess that could benefit the organization.
3. Outline an action plan. Ask for an interview or indicate when and how you will follow-up.
4. Thank the reader for his or her time and consideration.

321 Beaver Avenue
State College, PA 16801

Date

Terra Justice
Marketing Director, XYZ Company
54 Shady Lane
Yourtown, Anystate 54321

Notice how this candidate relates her personal, interests, abilities and values to the type of organization that she would like to work for following graduation.

Dear Ms. Justice,

Sustainability has long been a passion of mine. As I complete my senior year at Penn State, my interest in working for an organization that shares my passion has become paramount. Recognizing the need to preserve natural resources and look for sustainable business practices is something in which all companies should be engaging. I was excited to learn of the ways that XYZ Company has been making strides to become a nationally recognized green organization within the retail industry. As I look to the future and consider where I would like to begin my career after college, the XYZ Company seems like the perfect fit.

Throughout my time at Penn State, I have been involved in numerous student organizations that reflect my professional interests. As early as my freshman year, I was representing green initiatives as an EcoRep within my residence hall. I went on to become an active member of EcoAction, where I helped to educate students about sustainability through events and informational workshops. I put theory into practice through my involvement in the Penn State Marketing Association, by encouraging more electronic communication, less printing, and a more conscious effort to be mindful of environmental concerns. Due to my encouragement, PSMA took on a new client, working with them on how to market their green practices to enhance their customer base.

Academically, I pursued a minor in Environmental Inquiry, in addition to my major in Marketing. With a solid business background obtained through my coursework in the nationally ranked Smeal College of Business, I recognize that business is more than just the bottom line. It is about building and maintaining relationships; relationships that are founded on a common set of values.

I believe that XYZ Company and I share common values. This, coupled with my professional aptitude, would make me a respected employee within your Marketing department. During the week of March 15, I will be in your area and would appreciate the opportunity to speak with you further about any potential openings that you expect within the next few months. I will be graduating in May 2012 and could be available for work as early as June. I have attached my resume for your reference, which includes my contact information.

I appreciate your time and consideration, and look forward to talking with you soon.

Sincerely,

Dawn Greenfield



Thank-You Letter

1. As soon after the interview as possible, a letter should be sent to express your appreciation for the opportunity to present yourself.
2. Use the letter to express your continued interest in the position and organization. Some details of things which impressed you are a nice way to personalize your letter and convey your interest more convincingly.
3. Supply any additional information that was requested at the time of the visit or interview.
4. It is acceptable to email your thank-you letter. Be sure it retains the degree of professionalism you would have in a hard copy letter.

1234 College Ave.
Reading, PA 19607

Date

William Johnson
LMO Pharmaceutical Company
9183 Short Hills Road
Philadelphia, PA 19111

Dear Mr. Johnson:

Thank you for the opportunity to interview with you on Friday, October 23, 2013. The Account Representative position we discussed is a wonderful opportunity for which I feel uniquely qualified.

As we discussed, my background in both the sciences and business will enable me to interact effectively with physicians and pharmacists. Not only am I able to discuss the technical aspects of your products, I understand marketing techniques and the importance of the bottom line.

If you require any additional information, please do not hesitate to contact me by phone or email. Again, thank you for meeting with me. I look forward to speaking with you again soon.

Sincerely,

Martin A. Student



Acceptance Letter of Second Interview or of Job Offer

1. Be businesslike but also tailor your letter to the specific employer, so you look sincere and genuinely interested in the company and job. Never copy example letters.
2. Write to the person who wrote and/or interviewed you.
3. Thank the person and/or show your enthusiasm for the offer.
4. State what you are accepting.
5. Concisely, yet descriptively, give some details about what has impressed you about the company and/or interview.

1001 Progress Avenue
Hazleton, PA 18201

Date

Harold Sherman
XYZ Corporation
678 5th Avenue
Albany, NY 12208

Dear Mr. Sherman:

Thank you for your recent offer of employment as a management trainee with XYZ Corporation. I am pleased to accept this offer. The position sounds quite challenging, particularly the 12 month rotation among your regional plants. I am looking forward to this challenge and believe I will be successful at meeting it.

I understand that your offer involves a starting date of June 6, 20XX. I also understand that the salary offered is \$43,500, plus benefits as discussed at my most recent interview. I will contact you within the next several weeks to discuss travel and moving details as you requested.

Once again, thank you for your offer. I am excited about becoming part of the XYZ Corporation team.

Sincerely,

Jane C. Doe

When a rejection is received, special consideration should be given to your response. Don't take this rejection letter as a definite NO! A demonstrated interest in the company and respectful letter may lead to further consideration for other positions as they become available.

1. Acknowledge receipt of the letter.
2. Thank the interviewer for considering your application, indicate that you are still interested in a position with the company, and give some specific information to illustrate what you like about the company, position, or both.

Rejection Letter

1. It is important to turn down a site visit or job offer graciously.
2. Write to the person who wrote you.
3. Thank her/him for the offer.
4. Briefly state that you are declining and why (don't get too personal).

