

**PREPARING EFFECTIVE COVER LETTERS/JOB SEARCH CORRESPONDENCE**

**Types of Correspondence In This Guide**

- **Cover Letters**
- **Networking Letters**
- **Thank You Letters**
- **Accept/Decline Positions**

**General tips for all letters**

- Make sure the letter is in business format.
- Make it perfect. No typos or factual errors. Be sure to proofread.
- Keep a copy of every letter you send. You will need it for reference when people follow-up with you.
- Make sure to sign the letter if sent by snail mail.

**COVER LETTER GUIDELINES**

A cover letter is a short written statement that describes the key skills and experiences you possess that make you a strong candidate for an interview. It is also an example of your writing skills, so proper grammar and proofreading is critical. A brief, confident, well-written letter that demonstrates your specific passion and related skills for a particular job can have a significant influence on your selection for an interview.

**Goal of Cover Letter**

- To explain how you found the position and why you are interested in the opportunity.
- To explain why you are the best candidate and how you meet the qualifications of the position.
- To describe the special talents you bring and how your skills and experience can help the employer.
- Thank the employer, request an interview, and let them know when you will follow-up.



Check out this YouTube video on writing cover letters

**Other Basics of Letters**

- Keep to one page.
- Use resume paper and envelopes that match if sending by mail. (Find at office supply store)
- Center letter on page as much as possible.
- Single space text of letter, double space between paragraphs.
- Use correct business format-See sample letters.
- Proofread, Proofread, Proofread!

**Cover Letter Content**

**Opening Paragraph:** Your opening paragraph should arouse interest of the reader. State why you are writing and show your specific interest in the company and position. Identify the position or type of work for which you are applying and how you heard about the opportunity. Grab attention by highlighting a current important issue in the field or the company. This may take some research on your part.

**Second Paragraph:** Sell yourself! You should highlight your qualifications and link your experience and skills to the position for which you are applying. Convince the employer that you have the understanding of the career field and how your abilities will make you an asset to the organization. Show examples and quantify your experience and skills, expanding on your resume in more depth.

**Third Paragraph:** You could have another paragraph that shows more experience and emphasizes your skills, abilities, and personal traits that relate to the position. Be sure to do this in a confident manner. Remember, this is a sample of your writing skills.

**Closing Paragraph:** Convey eagerness for an interview. State that you will be contacting the employer within 8 to 12 days to schedule an interview. Thank them for their time and consideration and let them know how they can reach you for further information.

**Important Note:** Samples of Job Search Correspondence are on the following pages. The following are just samples. Please develop your own letters using your words and creativity.

# Sample Cover Letter #1

In this instance, the candidate is writing to express interest in a specific opening.

Husson University  
1 College Circle  
Bangor, ME 04401

April 13, 2014

Ms. Deborah Clark, Administrator  
Pierce Atwood  
One Murphy Square  
Portland, ME 04001

Dear Ms. Clark:

With my deep interest in employment law and a strong legal education from Husson University, I am excited to work with your highly acclaimed legal team. I am writing to express my interest in the paralegal position with Pierce Atwood which was recently advertised through Jobsinme.com. As a Legal Studies major at Husson University it is my goal to gain experience as a paralegal before I attend law school in three to four years.

Law has been a long-standing interest which I have actively pursued through my studies at Husson. In addition to taking the legal courses offered through this department, I have undertaken two independent projects concerning law. Demanding extensive library research and numerous case studies, my first independent study investigated how American Civil Liberty Union law suits have contended with problems confronting the American educational system. Presently, I am researching an honors thesis evaluating employment law cases in Maine. My statistical analysis of over several hundred court cases will reveal the trends of judicial decisions in employment law in Maine.

With the above experience, I am well prepared for this paralegal position. Enclosed please find a copy of my resume. I will contact you within two weeks to discuss this possibility further. If you need further information I can be reached at (207) 555-5555. Thank you for your time and consideration.

Sincerely,

James J. Hobbs

Enc: Resume

## Sample Cover Letter #2

A cover letter sample to a person through a mutual acquaintance or networking connection.

48 Husson Ave., Apt 3B  
Bangor, ME 04401

November 30, 2013

Ms. Gretchen F. Davis  
Senior Consultant  
Baker and Newman, Inc.  
400 Fore Street  
Portland, ME 04001

Dear Ms. Davis:

Lucy Green at Berry Dunn suggested that I contact you regarding my interest in pursuing a career in management consulting. The diversity of services and the small size of Baker and Newman are especially appealing to me. Enclosed is my resume for the Associate position I found on your website.

In my Business and English double major at Husson University, I have learned to analyze data and conceptualize problems. My summer employment as Marketing Intern for Diversified Communication has helped me develop organizational and negotiating skills, as well as provide me with the opportunity to independently attack a problem and propose a workable solution. Recommendations I recently proposed on their new marketing campaign have been implemented, and resulted in a significant increase in sales. As a newsletter editor for the Bangor American Red Cross, I refined my ability to present information in a clear and concise manner. On campus, my positions as Admissions Office Interviewer and in the Financial Aid Office have further sharpened my written and oral communication skills.

The problem solving nature of management consulting is exactly what I am looking for. With the strong communication skills mentioned above, I would be an excellent addition to your customer service team. If you should need further information, please contact me at (555)-430-4505. I will follow-up with you in two weeks to determine next steps. Thank you for your time and consideration.

Sincerely,

Bertha Banks

Enclosure

## Sample Cover Letter #3

Sample cover letter for an for an internship.

45 Husson Ave.  
Bangor, ME 04401

February 22, 2014

Mr. Peter Rollins  
Manager, College Relations  
Roberts Corporation  
42 Emerald Boulevard  
Bangor, ME 04401

Dear Mr. Rollins:

Through the Husson University's job database your posting for a marketing summer internship with the Roberts Corporation is exactly what I am looking for. As a sophomore planning to pursue a major in psychology, my marketing coursework has piqued my interest in this field. Your company leads the field in the research and development of migraine medicine and I am very interested in learning about and marketing your products.

As my enclosed resume indicates, I am currently the head waitress for the Husson University Dining Service. In addition to giving me the opportunity to develop strong organizational and management skills, this position has required that I communicate effectively with students and upper-level staff alike. At Marine Craft, Inc., I gained an excellent overview of small business operations and an understanding of the critical importance of customer satisfaction. In my role, I was tasked with developing a customer satisfaction survey which I designed and presented to company executives.

With the above experience I am ready to take on this internship role. If you should need further information please contact me at (555) 444-3333. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Joan J. Jacobson

## Sample Cover Letter #4

## T-Letter Format

1278 Mockingbird Lane  
Houlton, ME 04473

April 1, 2012

Ms. Ida Boss  
Director of Operations  
Cause for the Cure  
765 Grover Street  
Portland, ME 04410

Dear Ms. Boss,

Through JobsInME.com I learned about the position of Event Coordinator for Cause for the Cure and I am very interested in this opportunity. My goal is to work as an event planner/coordinator for a social cause and cancer is important to me since it has affected my family. As my enclosed resume demonstrates, the skills and qualifications that you seek closely match my experience and education:

### YOUR NEEDS

BS Business or other related field

2 years experience

Detail Oriented

Strong interpersonal skills

### MY QUALIFICATIONS

- BS Hospitality/Business Management
- 1 year as Assistant Manager at Spectacular Events Center, 2 years as a server
- Coordinated large events successfully for area businesses
- Managed schedules for multiple events simultaneously
- Completed high volume sales transactions with 99% accuracy
- Maintained relationships and worked closely with area business people
- Promoted event center at area business events such as Rotary and Chamber of Commerce.

In light of my above skills and qualifications I believe that I would be well suited for this position in your organization. Should you need further information do not hesitate to contact me at 404-555-4938 or e-mail me at [ingersolla@findme.net](mailto:ingersolla@findme.net). I will contact you next week to follow-up my application and determine the next steps.

Sincerely,

Amanda Ingersoll

**Thank You Letter Sample**

65 Husson Ave., Apt. 6B  
Bangor, ME 04401

June 2, 2014

Ms. Jane Whitfield  
Vice President  
Fidelity Investments  
50 Fore Street  
Portland, ME 04001

Dear Ms. Whitfield

Thank you for taking the time to interview me on May 30 at your office. I enjoyed talking with you and learning more about the junior accounting position.

As you may recall from our interview, I have had experience as an intern with Fidelity Investments in Bangor. In addition, I have excelled in my accounting classes at Husson. I am very interested in the position and believe my strong accounting skills would enable me to hit the ground running.

Again, thank you for the interview opportunity. I look forward to speaking with you soon and will follow-up with you in two weeks.

Sincerely,

June Davies

**Networking Letter**

58 Warren Ave.  
Bangor, ME 04401

January 30, 2014

Ms. Patricia Sutton  
President  
Deerfield, Inc.  
65 Commercial Street  
Portland, ME 04001

Dear Ms. Sutton:

Gordon Hughes from Fidelity suggested that I connect with you to set up an informational meeting to learn more about financial services. I am interested in learning more about the career pathways in this field and would enjoy talking with you about your extensive experience.

I would love to set up a 20 or 30 minute conversation by phone or in person to ask you a few questions about the field. Please let me know what works best for your schedule and I have time from 10am to 2pm on Thursday, February 2<sup>nd</sup> or 9am to noon on Friday the 3<sup>rd</sup>. If these times do not work for you, I am very flexible and will be open to any times that work for you. Finally, if meeting is not feasible at this time do not hesitate to let me know that as well.

Thank you in advance for your time and I look forward to hearing from you. I appreciate your guidance very much.

Best regards,

Doug Gottlieb

**Sample Letter Declining a Job Offer**

2800 Pleasant Street  
Bangor, ME 04401

May 17, 2014

Mr. Dean Scott  
Manager, Sales Department  
Merck  
48 Bloomingdale  
Boston, MA 03001

Dear Mr. Scott:

Thank you for your employment offer for the position of Sales Associate with Merck. Unfortunately, after serious consideration I am unable to accept the offer since I have accepted a similar position with another company.

I appreciate your time throughout the interview process and learning about the career possibilities at Merck. Your organization remains high on my list as a top company to work for and I hope our paths cross in the future. Good luck in your hiring process.

Best regards,

Annette Cole

**Contact Career Services**

201 Peabody | 207.404.5618 | [careerservices@husson.edu](mailto:careerservices@husson.edu)  
[www.husson.edu/careerservices](http://www.husson.edu/careerservices)

**(Updated August 2015)**