

Job Search Letters

Cover Letters

A cover letter should be no longer than one page. Address your letter to the person in charge of the hiring process. If you do not know the name of this person, call the potential employer and ask for that person's name. If you cannot get that person's name, address the letter to the person's title. For example: "Dear Operations Manager". Do not address the letter "To whom it may concern".

Generally three paragraphs are adequate to do the following:

Paragraph 1

- State your interest in a specific position.
- Tell how you learned about the position.
- Indicate why you are qualified for the position.

Paragraph 2

- Mention your enclosed resume.
- Summarize your relevant knowledge, skills, and accomplishments.
- Indicate why hiring you would be beneficial to the organization.

Paragraph 3

- Restate your strong interest in the job.
- Mention that you will follow up with a phone call in one week.
- Give your phone number.
- Thank the reader for the time and consideration.

Remember to:

- Be formal, polite, honest, and assertive.
- Print the letter on paper that matches your resume.
- Use the same font that was used on your resume.
- Proofread your letter to ensure that you have not made any typographical or grammatical errors, and that there is no incorrect information on it.
- Sign your letter.
- Follow-up by telephone approximately one week after sending your resume to ensure it was received, learn if you are being considered for the position, and determine when interviews might be scheduled and with whom.

Thank You Letters

A thank you letter can be electronic, formal hard copy, or a handwritten note. It is generally sent after an interview. It provides an opportunity for you to further market your skills and abilities and to tailor your experience to the job for which you interviewed.

A thank you letter should be no longer than one page. Address your letter to each individual who interviewed you. Be sure to get a business card from each interviewer so you know the correct spelling of their name and their title. If you did not get a business card from each interviewer, call the potential employer's human resource office and ask for the information.

Generally three paragraphs are adequate to do the following:

Paragraph 1

- Thank them for the interview.
- Express your continued interest in the position.
- Try to relate your continued interest to something that was said in the interview.

Paragraph 2

- Summarize why your skills would be a good "fit" for the position.

Paragraph 3

- Indicate that you look forward to being part of the "team".
- Again, thank the reader for their time and consideration.

Remember to:

- Be formal, polite, honest, and assertive.
- Send immediately upon completion of your interview.
- If you send an electronic thank you letter, follow-up with a slightly different hard copy version.
- Proofread your letter.
- If you handwrite a thank you note, use your best handwriting and use professional-looking cards.
- If you do not receive further information, call the individuals you interviewed with to determine if the position has been filled.
- If not, ask what additional information is needed to hire you for the position. If the position is filled, let the interviewer know
- That you were impressed by the company and would be interested in other positions as they become available.