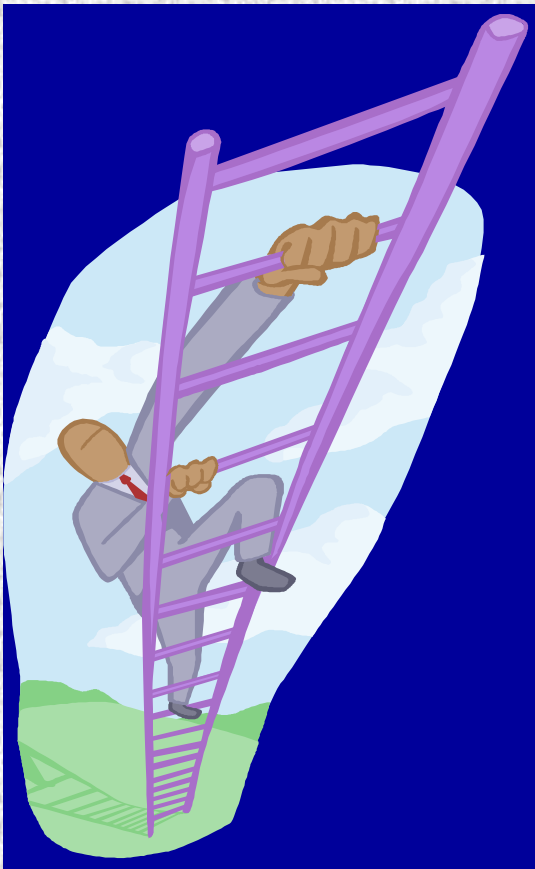


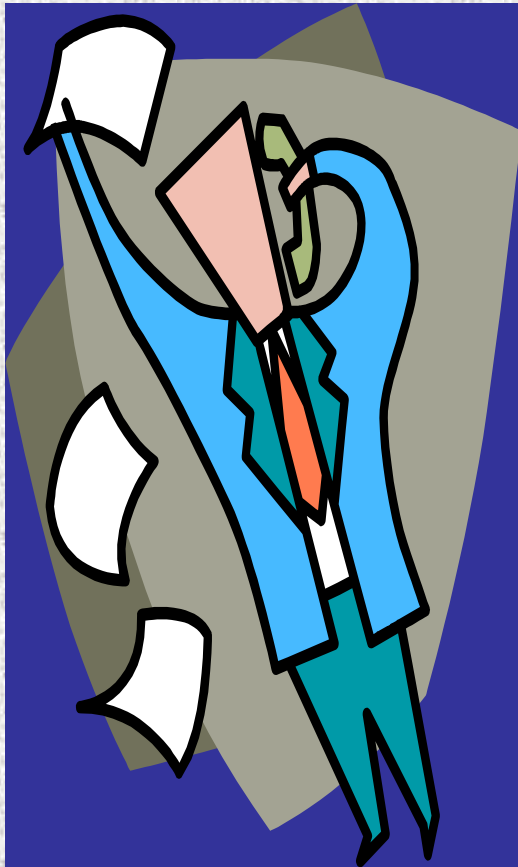
Job Search Letters



**Career Connection
The Ohio State University
Younkin Success Center
1640 Neil Avenue, 2nd Floor**

- **Services:**
- Individual Career Counseling
- Career Assessments
- Career Planning & Decision-Making
- Resumes, Cover Letters, & Interviewing Skills
- Applying to Graduate School
- Career Workshops
- Career Exploration Library

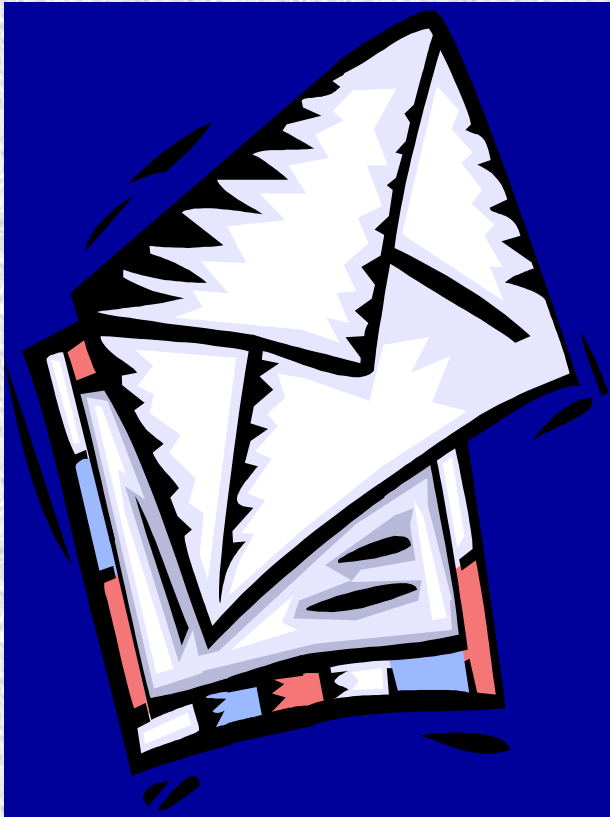
Professional Job Search Letters



- "By carefully considering the purposes and impact of every letter you write, you can enhance your **employability**."

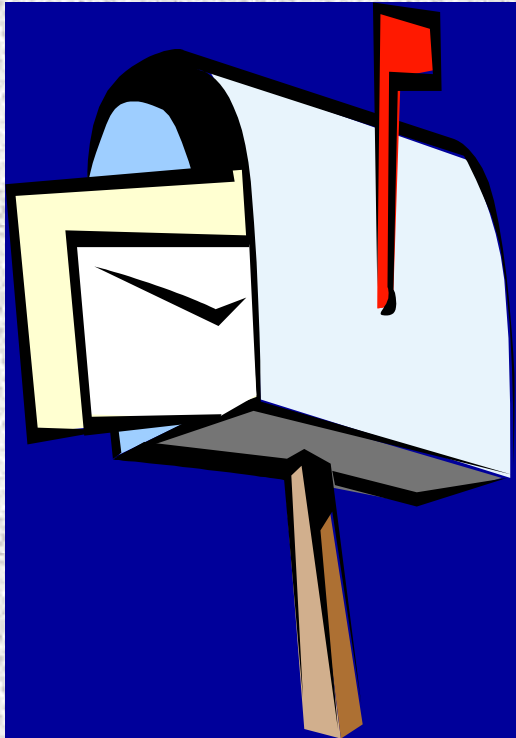
-William J. Banis

Job Search Letters: Objectives



- To understand the need of professional job search letters.
- To introduce the different types of job search letters.
- To make suggestions for writing style and offer general guidelines for producing high-quality letters.
- To provide samples of the different types of letters.

Need of Job Search Letters



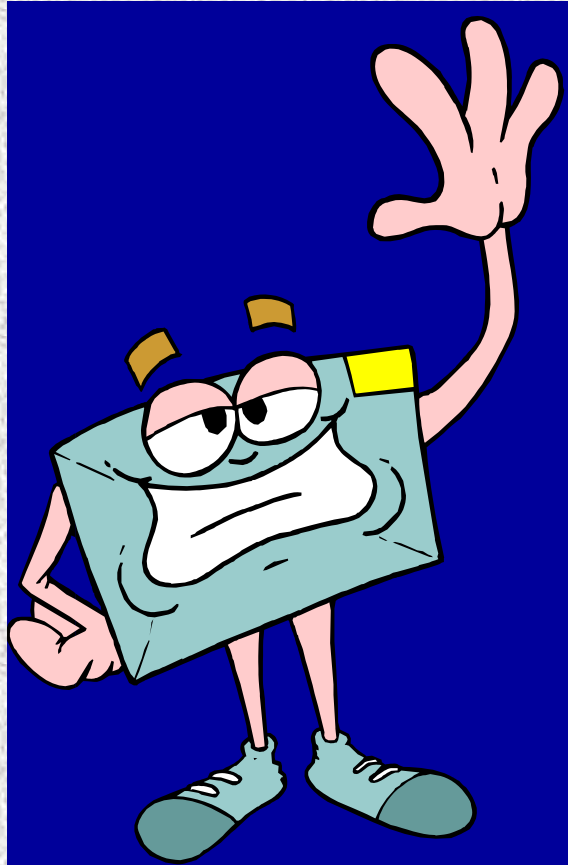
- Effective letters are part of a larger career planning and job-search process.
- Job search letters need to communicate your potential to future employers.
- They tell a prospective employer what you can do and why you feel you are qualified.

Types of Job Search Letters



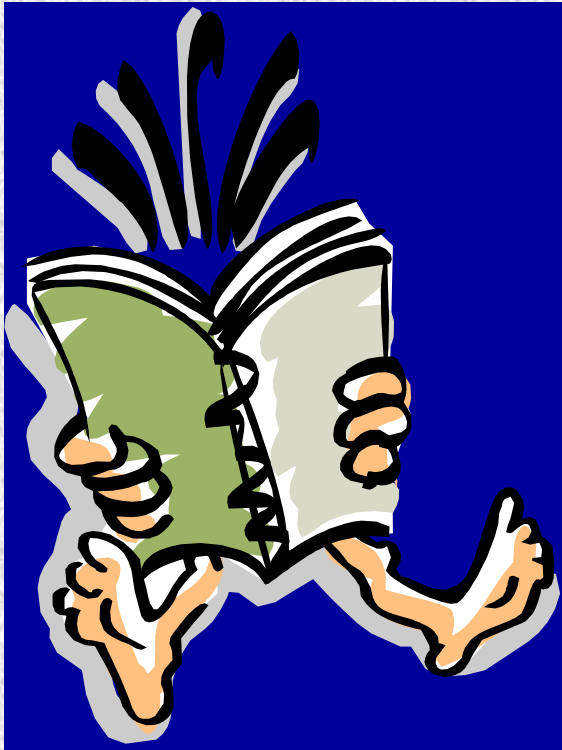
- Cover letters
- Thank You letter
- Acceptance letter
- Decline Job Offer letter
- Withdrawal letter
- Follow-up to Rejection letter

Cover Letters



- The purpose of a cover letter is to tell a prospective employer what you can do and why you feel you are qualified.
- It is an opportunity to demonstrate your writing skills and it opens a window to your personality.
- A good-well planned cover letter is just as important as an impressive resume, and together they form an important resource in your job campaign.

Keys to Effective Cover Letters



- Tell the employers what you can do for the company, instead of what the company can do for you.
- Find out about the employer's needs, then emphasize what you can do to meet their needs.
- Consider how your work experience, education, and/or personal qualities would be helpful to the employer.

3 Types of Cover Letters

1) Application Letters:

- Used to get your resume read and generate interviews.
- Used to respond to job advertisements and demonstrate that your qualifications fit the position.
- Link major job dimensions with your related past performance, experience, interests, and education.



2) Initiating Contact:

- Used to get your resume read and generate interviews.
- Used to be considered for future openings or openings that haven't been advertised.
- Focus on broader occupational and/or organizational dimensions to describe how your qualifications match the work environment.



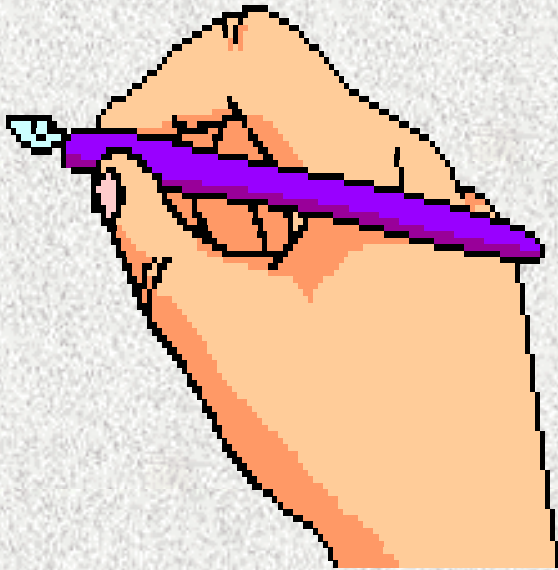
3 Types of Cover Letters (cont.)

3) Networking Letters:

- Used to generate informational interviews- not job interviews.
- Allows you to meet individuals who can give you specific information about your intended career.
- Is often misused as a way to seek employment, however it can help to uncover vacancy information in an industry.
- Normally, a resume is not attached to a networking letter, but it may be presented during the interview itself to help the interviewer address your questions.
- Follow-up with this letter within 48 hours, before it gets lost in a stack of papers or delegated for a formal letter response. If it is unsuccessful, ask them to recommend someone who can.



Writing Style- Cover Letter



- It's addressed to a specific individual.
- It's grabs the reader's attention in the first paragraph.
- It sounds confident without being arrogant.
- It's no longer than one page.
- It answers the question: "Why should we hire you?"
- It's action oriented.
- It uses the first person ("I") sparingly.

Cover Letter Format

Your Street Address
City, State, Zip Code

Date

Name of Person
Job Title
Company/Organization
Street Address
City, State, Zip Code

Dear Mr./Dr./Ms./Mrs. XXXXXXXXX:

FIRST PARAGRAPH: The beginning of your letter should catch the reader's attention, but avoid catchy phrases and gimmicks. Also, tell why you are writing (e.g., name the specific position or type of work for which you are applying) and mention the resource used in finding out about the opening or company/organization.

SECOND PARAGRAPH: Explain why you are interested in working for that employer or in that field of work, and most importantly, what your qualifications are (e.g., academic background/training, work experience, personal skills). Point out achievements that relate to the field in which you are applying, without duplicating exactly what is included in your resume.

THIRD PARAGRAPH: Refer the reader to the enclosed resume or other application instrument. Indicate that your resume summarizes your qualifications and background.

CLOSING PARAGRAPH: Indicate your desire for an interview. State that you will call on a specific day to see if an interview can be arranged at this person's convenience. If you will be in the geographic vicinity on a certain day, stress the importance of setting up an interview on that day.

Sincerely ,

Your Name

Enclosure

Sample- Application Cover Letter

1090 Peachtree Lane
Columbus, OH 43210

March 5, 2004

Ms. Anita Teacher
Columbus Board of Education
45 Memorial Parkway
Columbus, OH 43210

Dear Ms. Teacher:

I am writing to apply for the primary school teacher position as advertised in the Sunday, March 4th, 2000 edition of the Columbus Dispatch. I'm a versatile teacher, ready to substitute if necessary, as early as next week. I have the teaching experience you specify as well as the computer skills you desire.

As you will see on my enclosed resume, I am presently affiliated with a highly regarded private elementary school. Mr. Craig, the principal, will certainly give you a good reference. The details of your job posting suggest that the position will involve many of the same responsibilities that I currently perform. For example, I recently designed an in-house training program to instruct our faculty on classroom applications of the Internet.

In addition to the planning and student-parent counseling duties highlighted in my resume, please note that I have a master's degree in education as well as a teaching certificate from the state of Ohio.

I want to reiterate my interest in the position. Should you wish to contact me to schedule an interview, I can be reached by calling (614) 555-1212. Thank you for your time and consideration.

Sincerely,

Brutus Buckeye

Enclosure

Sample- Initiating Contact

North Dormitory, R-36
Columbus, OH 43210

December 10, 2000

Mr. Joseph Smith
Industrial Relations Manager
ABC Manufacturing Company
1906 Michigan Avenue
Chicago, IL 60604

Dear Mr. Smith:

Since your company is not scheduled to recruit at The Ohio State University this year, our Placement Director suggested that I write to you directly about employment opportunities. Your company's record of positive relations with labor unions and its commitment to environmental issues is very impressive.

I will be graduating this Spring with a B.S. degree in Human Resources and am interested in joining a manufacturing company. My work experience includes two summers as a laborer and an internship as a personnel aid with Ohio's Department of Administrative Services.

Enclosed is a resume summarizing my qualifications. My college training and work experience stimulated a career interest in helping management and labor to work more effectively with one another. My professors and employers have told me that I have a natural talent for this type of work, and my industrial relations courses have given me the most satisfaction.

I plan to be in Chicago from January 6th to 10th. If this is a good time for you, it would be great to have the opportunity to meet with you to examine more specifically how my interests and experience might be beneficial to your company. I will call your office within the next week so we can discuss the possibility of meeting.

Sincerely,

Your Name

Enclosure

Sample- Networking Letter

1120 Buckeye Avenue, #3
Columbus, OH 43201

January 22, 2004

Ms. Linda Charity
Director of Public Relations
United Way
360 South 3rd Street
Columbus, OH 43215

Dear Ms. Charity:

While researching the field of public relations, I discovered your name in the *Partners in Education* directory that is maintained by The Ohio State University. I will complete my Bachelor's degree in Visual Communication Design this June, and am interested in exploring professions that involve working with print media as well as identifying potential employment opportunities.

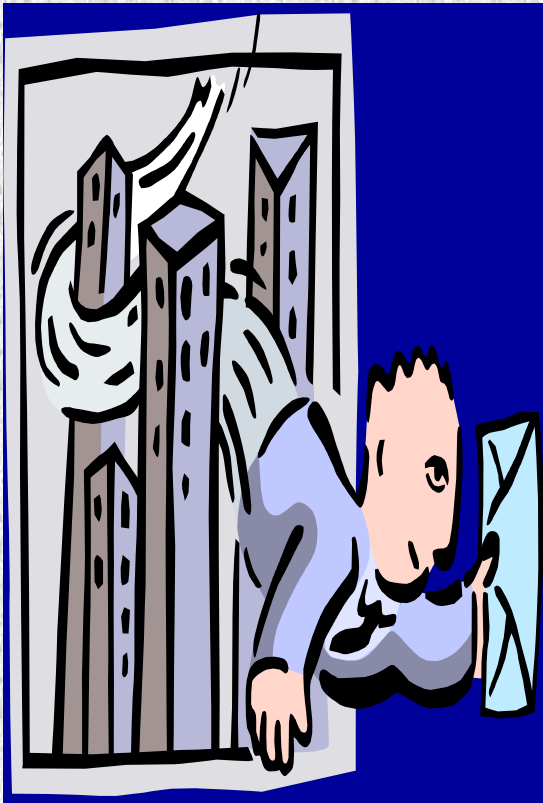
My course work has helped me to see that there are several possible directions my career could take. You could help me considerably by sharing your perspectives about the demand within the field of public relations for people with visual design skills. Any information you could provide about identifying job openings in the field would also be greatly appreciated.

I will contact your office within the next week to arrange a convenient time for us to meet. Given your busy schedule, I would understand if you prefer to schedule a phone appointment instead of meeting in-person. Should you wish to contact me directly, please feel free to call me at (614) 555-1212. Thank you for your time and consideration.

Sincerely,

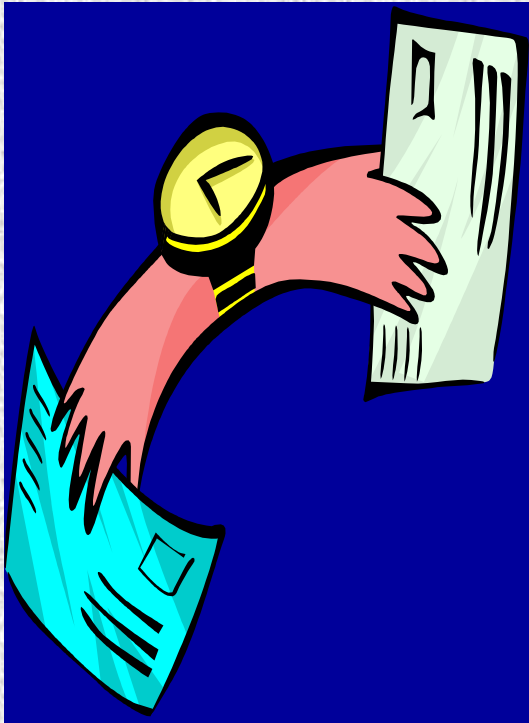
Your Name

Thank You Letter



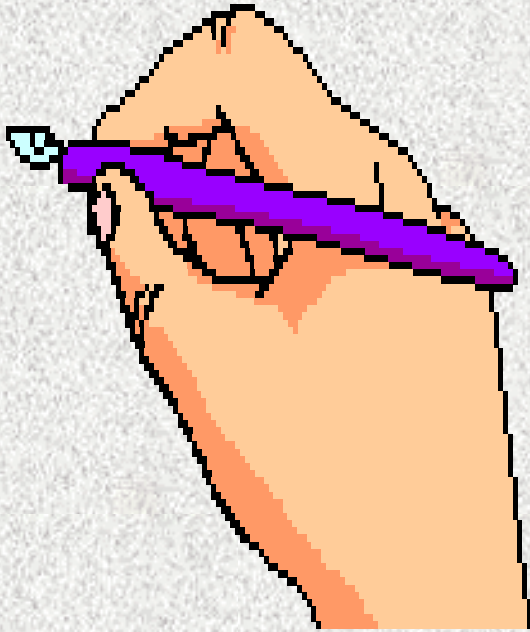
- It is used to establish goodwill.
- To express appreciation.
- To strengthen your candidacy.
- Is one of the most important letters, yet least used tools in a job search.

Keys to an Effective Thank You Letter



- **Rule of thumb:** Everyone who helps you in any way gets one.
- Should be sent within 24 hours to everyone who interviewed you.
- Send thank-you letters to your contacts who granted informational interviews.
- Send thank-you letters to people who provided references.

Writing Style- Thank You Letter



- Express your appreciation for the opportunity to interview and for the interviewer's time and attention.
- Explain how you see yourself fitting in the organization.
- Show your enthusiasm for the job and working in the organization.
- Be upbeat and positive.

Sample- Thank You Letter

413 Violet Way
Columbus, OH 43210

May 29, 2004

Mrs. Linda Chan
Fund Manager
Surething Investments
300 Huntington Boulevard
Los Angeles, CA 90023

Dear Mrs. Chan:

Thank you for your courtesy and the generous amount of time you gave to our meeting yesterday. Your explanation of the roles played by Financial Analysts in your company was very informative. As the interview progressed, I became more and more energized discussing the challenges faced by Surething Investments and relating how my experiences would enable me to meet those challenges.

Again, thank you for the pleasant and informative interview. Please advise if there is any further information you require regarding my application materials. I look forward to hearing from you. It would be a pleasure to work for you and Surething Investments. Should you or your staff have any additional questions, please do not hesitate to contact me at (614) 555-1212.

Sincerely,

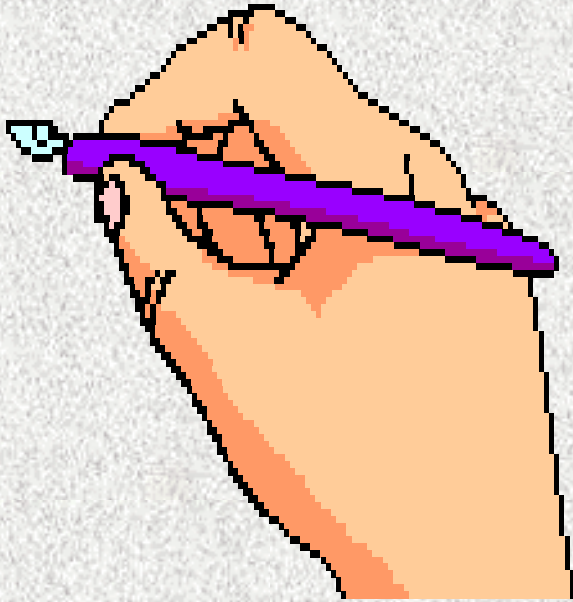
Your Name

Acceptance Letter



- Use this letter to accept a job offer.
- An acceptance letter follows a telephone conversation during which the details of the offer and the terms of employment have been discussed.

Writing Style- Acceptance Letter



- Confirm the terms of your employment (salary, starting date, summary of responsibilities, medical examination, benefits etc).
- Positively reinforce the employer's decision to hire you.

Sample- Acceptance Letter

4745 Lafayette Drive
Columbus, OH 43210

January 21, 2004

Al Kemmy, Ph.D.
Department Chair, Chemistry
243 Smtih Laboratory
The Ohio State University
Columbus, OH 43210

Dear Dr. Kemmy:

I am pleased to accept the position of Assistant Professor in the Department of Chemistry. The faculty seem very committed to providing quality instruction and increasing the national rankings of the department's graduate programs. I look forward to becoming a part of these improvement efforts.

My present contract at State University will end May 30, 2001. It is my understanding that my appointment in your department will begin on August 1, 2001 and extend through July 31, 2002 at the rate of \$39,000 annually. As we discussed, I will need to take two days of vacation at the beginning of August to return to State University for my dissertation defense meeting.

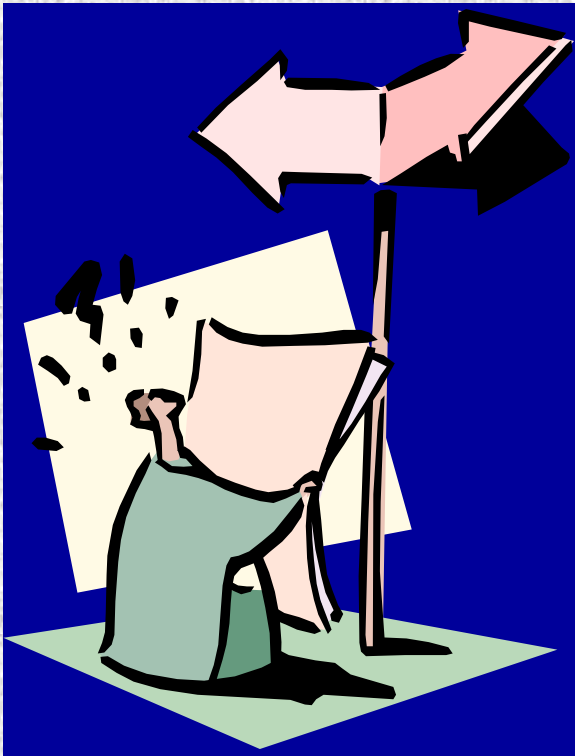
Thank you for the time and advice that you shared during the interview process. I am encouraged by the interest you have expressed in my research, and look forward to continuing our discussions about the department's curriculum changes.

Sincerely,

Your Name

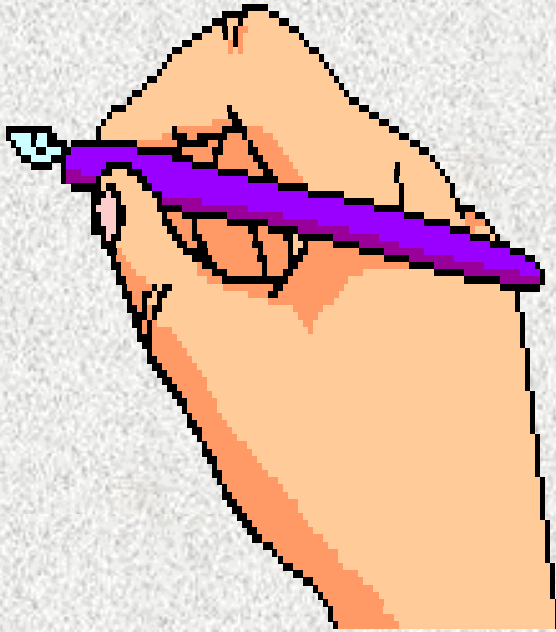
cc. Search Committee
Ann Beaker, Ph.D.
Mark Bunsen, Ph.D.

Decline Job Offer Letter



- Used to decline employment offers that do not fit your interests at this point in your career.
- Rejecting an employment offer should be done thoughtfully.

Writing Style-Decline Job Offer Letter



- Indicate that you have carefully considered the offer and have decided not to accept it.
- Be sure to thank the employer for the offer and for consideration of you as a candidate.

Sample- Decline Job Offer Letter

507 Shore Drive
Delaware, OH 43210

October 15, 2004

Mr. George Woods, Manager
Sales and Marketing
1700 Estate Properties, Ltd.
Philadelphia, PA 19106

Dear Mr. Woods:

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

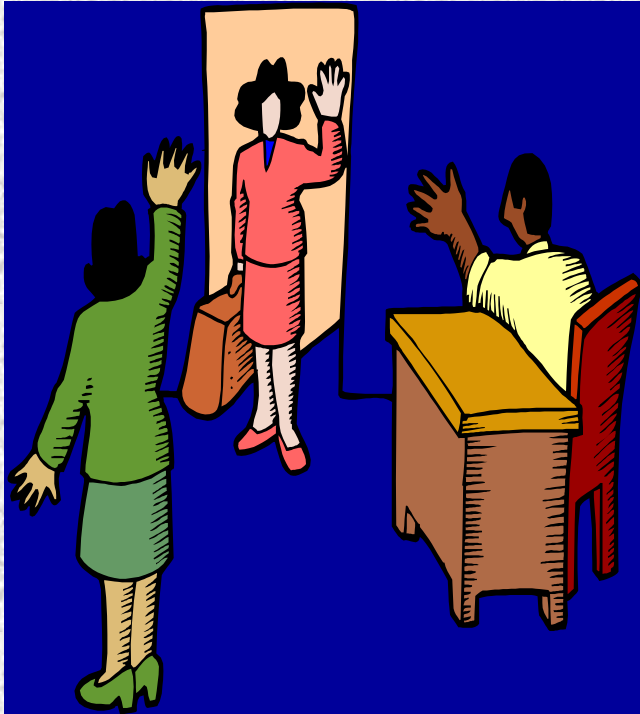
You have a fine organization and there are many aspects of the position which are very appealing to me. However, I believe it is in our mutual best interest that I decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting with you and your staff.

Sincerely,

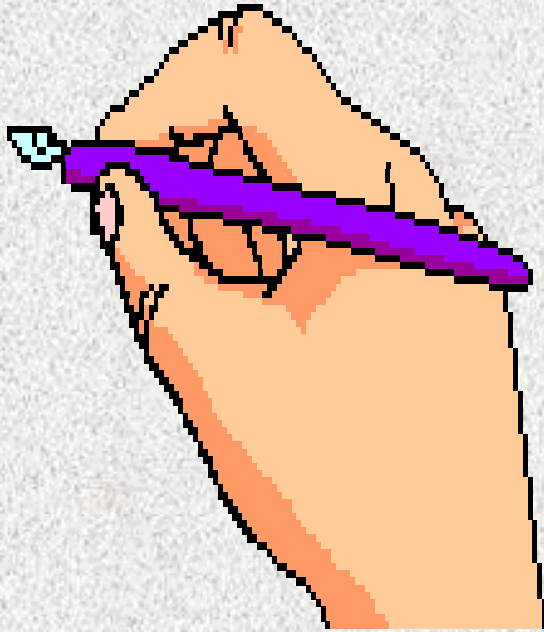
Your Name

Withdrawal Letter



- Used once you have accepted another position.
- Used to withdraw your employment application from further consideration.
- Used as an ethical obligation to inform all other employers of your decision not to continue.

Writing Style-Withdrawal Letter



- Express your appreciation for the employer's consideration and courtesy.
- State that your decision to go with another organization was based on having better person-job fit for this stage in your career.
- DO NOT say that you obtained a better job.

Sample- Withdrawal Letter

4621 Chester Lane
Columbus, OH 43210

March 17, 2004

Ms. JoAnn Henry, Executive Director
The Columbus School of Performing Arts
5467 Spruce Road
Columbus, OH 43210

Dear Ms. Henry:

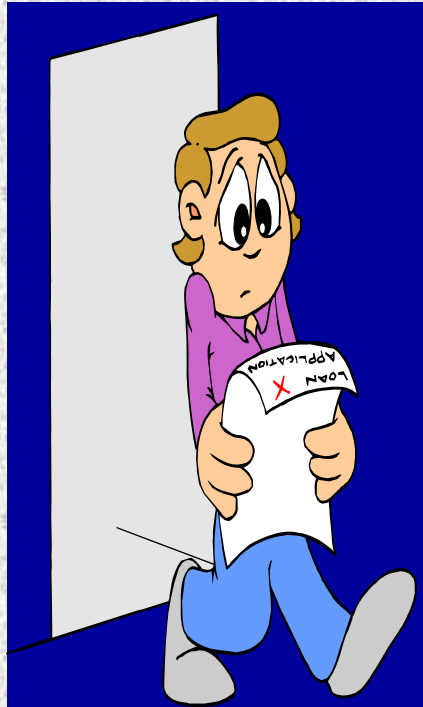
I am writing to inform you that I am withdrawing my application for the program coordinator position with the school. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered an administrative position with a local government and, after careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you very much for interviewing and considering me for your position. I enjoyed meeting and you and learning about the innovative community programs you are planning. You have a fine school and I wish you and your staff well.

Sincerely,

Your Name

Follow-up to Rejection Letter



- Used to follow-up with an employer, once you know that you didn't get the job that was expected.
- Express your appreciation for the time and consideration given to your candidacy.
- State that you would like to be consider for future positions as they become available.

Sample -Follow up to Rejection Letter

1234 High Street
Cleveland, OH 41116

April 22, 2001

Ms. Gloria L. Perez
Regional Sales Manager
AJV Pharmaceuticals
41 North Euclid Avenue
Cleveland, OH 44115

Dear Ms. Perez:

Although disappointed that I did not get the job as a sales representative with your company, I appreciate the time you spent with me and the consideration given to my qualifications. As indicated during my interview, I believe AJV Pharmaceuticals is a great company and I wish you continued success in your position.

If a similar position should become available, I would appreciate the chance to compete for it.

Sincerely,

Your Name

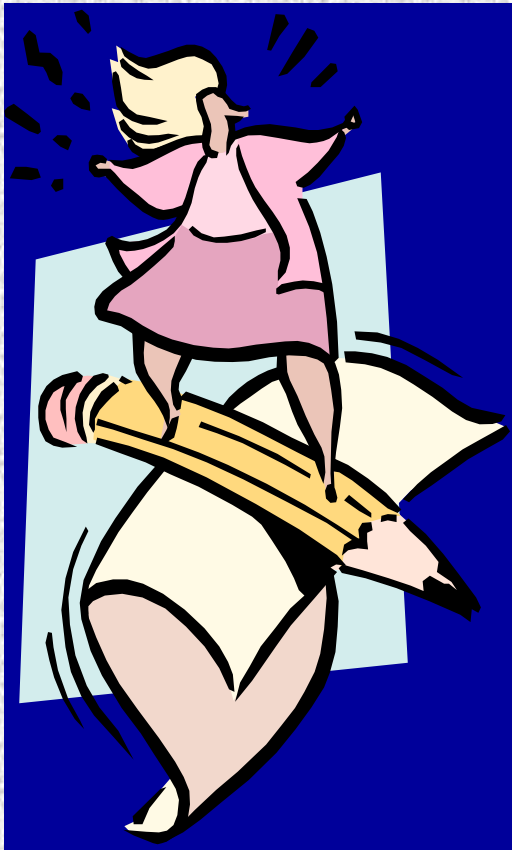
Tips for Successful Job Search Letters

- Be sure to sign the original letters, to include your phone number, and to keep copies of all correspondence.
- Design your letters to be employer-centered not self-centered.
- Keep your reader in mind. Make your letter easy to read and attractive.
- Address your letters to a specific individual with his or her correct title and business address.

Tips for Successful Job-Search Letters

- Use high-quality stationery and envelopes.
- Keep the letter to one page.
- Produce error-free, clean copy.
- Tailor your letter to each situation. Generic mass-produced letters are unprofessional.
- Be timely. Demonstrate that you know how to do business.
- Be honest. Be able to back up your claims with evidence and examples from your experience.

Final Thoughts



- Allow your individuality to be expressed through your writing.
- You'll want to phrase your thoughts so that they sound like you.
- Nothing turns off an employer than getting a letter that looks the same as everyone else's.