

**THE  
JOB SEARCH  
CORRESPONDENCE  
BOOKLET**

**North Park University  
Center for Career  
Development & Internships**

Student Services Building – 773-244-5737 – [www.northpark.edu/careerservices](http://www.northpark.edu/careerservices)

# **NORTH PARK UNIVERSITY CENTER FOR CAREER DEVELOPMENT & INTERNSHIPS**

## **CREATING JOB SEARCH CORRESPONDENCE**

When writing job search correspondence, take care to observe the following characteristics of a cover letter. Most of them will be adaptable to other types of job search correspondence.

- Address to a specific person and be certain of gender. If you're not certain, call.
- Include attention-getting first sentence.
- Highlight your experience, abilities, and accomplishments.
- Make it so specific that no one else could have written it.
- Focus on needs and interests of employer to whom it is addressed.
- Reflect your character.
- Bid directly for an interview.
- Indicate when you will call to arrange an interview.
- Use clear, interesting language.
- Use correct spelling, punctuation, and grammar.
- Type without errors, and have someone else proofread it.
- Sign in black ink.
- Send original document.
- Keep a copy for your records.
- If sending in email with resume, put both in same attachment. Then send hard copies through regular mail.

A cover letter plan and a pattern are attached on pages 2-3. Adapt each for your use and to your style; remember that this is a professional document.

Thank-you, acceptance, and rejection letters must demonstrate the same professional approach and attitude (see samples on pages 4-6).

## COVER LETTER TEMPLATE

Date of letter

Your address  
Your City, ST Zip  
(A/C) Phone

Name of representative  
NAME OF COMPANY  
Address  
City, ST zip

Dear Ms., or Mr. Last Name,

The first paragraph tells the reader how you heard about the position (newspaper, individual, etc.). It also should include a request for an application for employment.

The second paragraph gives you an opportunity to tell the employer why you wish to work for that organization. This will mean that you must do some research on the company so that you can relate to them.

The third paragraph allows you to highlight one or two items from your resume that you think will contribute to a greater appreciation of your potential with the organization. It shouldn't be a long paragraph, but it must possess creativity, urgency, and personality.

The fourth paragraph includes a statement informing the reader that **you will be calling** to set up an interview. Don't sit and wait for them to call you. It probably won't happen, and your call will indicate true interest and desire for employment.

Sincerely,

(Signature)

Jane Q. Public

## COVER LETTER TEMPLATE

Date of letter

Your address  
Your City, ST Zip  
(A/C) Phone

Ms. Terri Smythe  
ABC CORPORATION  
4321 Adams St.  
Chicago, IL 60600

Dear Ms. Smythe,

Ms. Colette Hands, Director of Career Development at North Park University, gave your name to me. She suggested that I contact you about the position of “\_\_\_\_\_” at ABC Corporation. I am enclosing a resume as evidence of my interest and request that you send me an application.

I have been impressed by the recent activity of ABC Corporation. The sales of your products (**name some**) have increased dramatically (**how much?**) over the last half year, you have acquired three smaller companies, and your record of community support has been exemplary. I am very interested in working for an organization which demonstrates growth, as well as sensitivity to community issues.

You will see by my resume that I have significant sales experience, and that my record of exceeding sales quotas is outstanding for a person of my experience. I have also been directly involved in the planning and implementation of various Urban Outreach Programs during my four years at North Park.

I will appreciate an opportunity to discuss my qualifications, and the potential for employment at ABC Corporation. Therefore, if I don't hear from you by (month, date) I will call you to arrange an interview.

Sincerely,

(Signature)

Jane Q. Public

## THANK-YOU LETTER TEMPLATE

Date of letter

Your address  
Your City, ST Zip  
(A/C) Phone

Ms. Terri Smythe  
ABC CORPORATION  
4321 Adams St.  
Chicago, IL 60600

Dear Ms. Smythe,

It was a pleasure to meet you and learn more about the opportunities for employment at ABC Corporation. I appreciate the time you took to speak with me, to introduce me to your colleagues, and to give me a tour of your facility.

I am very interested in pursuing employment in the ABC Corporation and I look forward to hearing from you soon regarding a follow-up interview. I am confident that the combination of my educational background, abilities, and experience will allow me to make a positive contribution to the staff in the “\_\_\_\_\_” department.

I look forward to hearing from you very soon.

Sincerely,

(Signature)

Jane Q. Public

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If your hand-writing is good and easily readable, it is very acceptable for you to give the personal touch by writing this letter by hand either on a “thank-you” card or on monarch stationery. Monarch or executive stationery sheets measure 7¼ x 10½ inches, and are used primarily for personal executive letters – usually handwritten. It is perfect for personalization with the writer’s name.

## ACCEPTANCE LETTER TEMPLATE

Date of letter

Your address  
Your City, ST Zip  
(A/C) Phone

Ms. Terri Smythe  
ABC CORPORATION  
4321 Adams St.  
Chicago, IL 60600

Dear Ms. Smythe,

I am pleased to inform you that I will gladly accept the position of “\_\_\_\_\_” within the ABC Corporation. This opportunity is exactly what I have been hoping for, and I feel confident that I will make a significant contribution to your team as I start my career there.

I understand that there are additional requirements that I must fulfill before starting my employment on June 1, and want you to know that I will have completed the medical and drug testing by that date. I will also complete all of the employment and insurance forms that you have requested.

Thank you for your confidence in my abilities, and I look forward to working with your outstanding team of professionals.

Sincerely,

(Signature)

Jane Q. Public

## REJECTION LETTER TEMPLATE

Date of letter

Your address  
Your City, ST Zip  
(A/C) Phone

Ms. Terri Smythe  
ABC CORPORATION  
4321 Adams St.  
Chicago, IL 60600

Dear Ms. Smythe,

Thank you very much for offering me the position of “\_\_\_\_\_” within the ABC Corporation. I appreciate the time you took to interview me and inform me of the opportunities available within your organization.

However, I have decided to take a position in another organization. This decision was not made lightly, as I greatly respect the ABC Corporation and the quality of products that you have provided to this community for so many years. I feel that there are many ways in which I could contribute to your organization, but I feel that this is the right decision for me at this time.

Thank you for considering me for this position. I wish you, your staff, and the ABC Corporation continued success.

Sincerely,

(Signature)

Jane Q. Public

## **OTHER RESOURCES**

The Director of the Center for Career Development will be ready to review a draft of any of your job search documents. Please contact the Center for an appointment to review them 773-244-5737. Keep copies of every document used in your job search.