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Various Sample Letters



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Capital Area Michigan Works! is a network of resources and a proud partner of the American Job Center network. We partner with business to develop recruiting and retention strategies and we partner with job seekers to enhance education and career opportunities.

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How to Write a Cover Letter

While your resume is a summary of your credentials, your cover letter can be an effective marketing tool. Your aim is to demonstrate why your work experience, skills, education, and background uniquely qualify you for the position you are applying. REMEMBER...Your cover letter is NOT your resume so keep it short. Below is a step-by-step explanation/example of how-to-write a cover letter:

Your Name

Your Address ← This information should be copied and pasted correctly from your
City, State Zip resume

Email address

Today's date

Person's name and title

Company Name

Address

City, State Zip

Dear Ms. Smith:

FIRST PARAGRAPH: Identify the position for which you are applying, how you learned of the position and why you are interested in the position or organization.

- **EXAMPLE:** I am writing in response to your Human Resource Generalist position in the Lansing State Journal/Pure Michigan Talent Connect etc. My qualifications, education and training make me an excellent candidate for the position.

SECOND PARAGRAPH: Summarize why you are a strong candidate for the position. Target the job description and specifically discuss how your skills relate to the job requirements. Highlight one or two accomplishments or abilities that show you are excellent for the position. Detail positive characteristics and past experiences that illustrate how your qualifications will benefit the organization.

- **EXAMPLE:** I possess more than five years of human resources experience in recruitment, staffing, benefits, administration, labor relations, administration and workforce planning. Throughout my career I have demonstrated the ability to establish excellent employee/employer relationships and to development and implement innovative and time-saving solutions. I have excellent organizational, communication, and decision-making abilities.

CLOSING PARAGRAPH: Thank the person for considering your resume and offer to provide additional information. Include your phone number and where you can be reached.

- **EXAMPLE:** Enclosed is my resume for you review. I would appreciate a chance to meet with you to further discuss how I can benefit your organization achieve its goals and objectives. I can be reached at 517.555.5555.

Thank you for your time and consideration.

Sincerely,

1

2

3

4 spaces (Type your first and last name)

Enclosure

Remember to ALWAYS:

- Mail or email cover letter with your resume
- Address the cover letter to the contact person or to human resources
- Use standard business letter format on paper that matches your resume
- Use white or off-white paper (no brightly colored paper)
- Use font of 10-12 points
- Use Times New Roman or Ariel typefaces (let the content make the statement, not your font)
- Sign your cover letter
- Use terms that are directed and meaningful to the employer. Use the job description of the position for which you are applying as your guide. Make sure every minimum requirement from the posting that you actually possess is on the cover letter
- Minimize jargon & abbreviations
- Check your letter for spelling and grammatical errors
- Get it proofread by a trusted peer or professional
- Print on one side of your paper
- When sending via email, include your cover letter and resume as an attachment
- Try not to have every sentence start with “I”

COVER LETTER OUTLINE

Line everything up with your left margin; separate paragraphs by one blank line.

You need to decide if you want to include your name/address/phone number/email on top of your cover letter exactly as it appears on your resume or if you prefer to address it like a traditional business letter. Our examples will default to the traditional business letter format show below:

Your Name

Address

City, State Zip

Email address

(Space)

(Space)

Month Day, Year (that you are sending the letter)

(Space)

(Space)

Name of Addressee

That person's title (If known)

Company name

Company address

City, State Zip

Salutation:

Dear _____:

Paragraph 1: **Introduction**

State, which position you
are interested in and how
you learned of the
opening

Paragraph 2: **Qualifications**

State your qualifications and
how they relate to the open
position.

Paragraph 3: **Conclusion**

Bid for an interview.
Provide phone number
And/or email address

Sincerely,

Sign your name here
before you mail it.

(Sign Here)

Three blanks here

Type your name here

Enclosure: If something is enclosed (for example, a resume)

Note: If necessary, move the body of the letter down so that it appears centered on the paper. It would be better, however, to add more of your skills to the second paragraph.

Sample Cover Letter-General Labor

Marshall Grant
364 Hopkins Street
California, CA 93746
Mobile: 874-274-2846
E-mail id: g.marshall@example.com

Ms. Melody Downs
JKF Services
347 Novotel Drive
California, CA 94857

July 1, 2011

Dear Ms. Downs:

I would like to apply for the position of General Labor, which has been vacated recently at your organization. I am aware of the fact that, as a general labor I will have to work with different tasks and I am ready.

Below is a short summary that will illustrate my qualifications and skills:

- More than nine years general labor experience, and I love what I do
- General maintenance skills: assembly, inspection, and production
- Use power tools and hand tools.

It always takes people at the entry level to make the company fully functional. I am confident that I will be able to bring my talents to your organization and my skills will be highly beneficial to JKF Services.

I would be more than happy to meet you and discuss my background in detail and tell you more about my skills. Please contact me at g.marshall@example.com or call me at 874-274-2846.

Sincerely,
Marshall Grant
[Your Signature]

Enclosure: Resume

Sample Cover Letter-CNA

Maria Charlie, CNA

65 Example Road Atlantic City, NJ 65999 * (111)123-4567 * Maria.charlie@email.com

January 29, 2016

Mr. George Smith
Personnel Manager
St Andrews Community Clinic
43 Example Avenue
Jersey City, NJ 65999

Re: CNA Position (Job ID 25411)

Dear Mr. Smith:

I am writing to express a strong interest in the position of Certified Nursing Assistant at St. Andrews Community Clinic. My current CNA Certification, effective patient care skills and a natural compassion make me just right contender for this position.

I am a strong candidate for this job because I am highly skilled in assisting residents to perform activities of daily living such as bathing, grooming and feeding. Besides, I have a demonstrated ability to take vitals and help senior nurses to perform their day-to-day tasks effectively. A very hard-working individual with a patient driven approach, I am eager to leverage my expertise to contribute to your bottom line. My enclosed resume will provide you with more details about my qualifications and skills.

As a dependable Certified Nursing Assistant, I would like to meet with you in order to discuss my qualifications and skills in detail. I will call your office in the week of 5th February to follow-up on my job application. In the interim, I can be reached at (000) 999-5216 or via email at maria@email.com.

Thank you for your time and consideration.

Sincerely,

[Signature]

Maria Charlie, CNA

Enc. Resume

Sample Cover Letter-Administrative Assistant

Marnie Smith
456 Snowapple
Lansing, MI 48910
555-123-4567
marnie.smith@email.com

March 6, 2017

John Short
General Manager
Action Company
1428 Main St.
Anytown, NY 12222

Dear Mr. Short:

Are you spending too much time handling administrative tasks? Would you like to free yourself from tedious detail work so you can focus on building your business? If the answer is yes, then we should speak.

I offer a five-year track record in office management and administrative support. You will benefit from my following key strengths:

- Computer expertise, with proficiency in all MS Office programs (Word, Excel, PowerPoint, Outlook and Access).
- Broad-based experience covering a full spectrum of administrative duties, including executive support, office management, billing/invoicing, payroll administration, customer care, account management, database administration, document preparation, travel/meeting coordination and project/program support.
- Superior multitasking talents, with the ability to manage multiple high-priority assignments and develop solutions to challenging business problems.
- A proven reputation, with a consistent history of exemplary performance reviews and recognition for driving efficiency improvements to office systems, workflows and processes.

I am confident that if you hire me as your administrative assistant, you will have more time and energy to concentrate on growing your business. My resume is enclosed for your review, and I will follow up with you in a few days to discuss your administrative support needs. You may also call me at (555) 555-5555 or email me at marnie@somedomain.com. Thank you for your time, and have a great day.

Sincerely,

[Signature]

Marnie Smith
Enclosure

Sample Cover Letter-Customer Service

Joyce Peters
12345 Road Way
Lansing, MI 48911
517-123-4567
Joyce.peters@email.com

February 16, 2016

David C Johnson
Director of Personnel
Bank of Chicago
4900 Michigan Avenue
Chicago, IL 60222

Dear Mr. Johnson:

I am writing you in reference to the customer service representative position at Bank of Chicago. After seeing your ad posted online, I immediately felt compelled to contact you. As someone who has frequented Bank of Chicago over the years, I believe I have a solid understanding of the needs of your customers. Moreover, I believe that my personal qualities align well with what you are seeking in a representative.

Quality customer service is essential to a successful business, and I take pride in filling that role. I've worked in various customer service roles over the course of my career. Five years ago, I worked as a cashier and sales representative at Target. I enjoyed the frequent contact I had with customers and the role I played in solving their problems. I am currently employed as customer service representative by Comcast, and take pride in finding creative solutions to problems presented by customers. On an average day, I work with over 200 customers, and am able to leave all of them happy with the service they've received.

In addition, I possess personal qualities that make me an ideal candidate for this position. I enjoy speaking with people and finding solutions to meet their needs. I am able to remain calm and positive even when those around me are feeling stressed and anxious, and I am usually able to help others remain calm as well. I work well independently and require very little direct supervision to successfully complete my job. Moreover, I am an energetic worker who is able to give as much effort and dedication to my last call of the day as I am to the first.

I would like to thank you for taking the time to consider my application. Because of the reasons outlined above, I am an excellent candidate for this position. I hope to hear from you in the near future to set up an appointment to further discuss my qualifications. I am available at 555-555-5555 and by email at joyce.peters@email.com. I look forward to hearing from you.

Sincerely,

[Signature]

Joyce Peters
Enclosure

Cover Letter with Gaps in Employment

Your Name

Your Address ← This information should be copied and pasted correctly from your
City, State Zip resume

Email address

Month Day, Year

Company name

Contact Person

Address

City State, Zip

Dear Contact:

I am responding to your ad in the East Lansing Community News for a Travel Agent. The ability to deliver high-quality, responsive service is vital in the travel industry, and that is what I can offer your company.

My resume, which is enclosed, details my background. Although I have been out of the workforce for several years, I have hardly been idle. As a hospital volunteer, president of the PTA, wife, and mother, I have dealt with a wide variety of people. In every case, I assess the individual's needs and how to address them most effectively. I can offer my hard working and quick learning skills which will provide superior service and promote customer satisfaction.

I would appreciate the opportunity for a personal interview to discuss my interest in this position. Please feel free to contact me via phone (517-555-5555) or email (myemail@email.com) to further discuss my qualifications.

Sincerely,

[Signature]

Name

Enclosure: resume

Example of an Internship Cover Letter

Pamela Jung
451 Highland Ave. #45 | Sometown,
TX 75000 | (555) 555-5555
pamela@somedomain.com

Dec. 5, 2016

Mr. James Crowley
Finance Manager
Acme Inc.
555 W. Applegarth Blvd.
Anytown, TX 75000

Dear Mr. Crowley:

Two of your former interns, Brian Hodges and Martha Smith, suggested I contact you regarding finance internship opportunities. They are familiar with my background and felt I would be an excellent match for your summer internship program.

Currently a junior majoring in finance at UNT, I have demonstrated strong academic performance in all finance courses, maintaining a 3.5 GPA in my major. The courses I completed have given me a solid foundation in the tools, processes and methodologies involved in the successful analysis and management of portfolio-investment strategies. I have a proven ability to learn challenging concepts quickly and have developed competencies in diverse areas, including:

- Industry research/information sourcing
- Comparative analysis
- Quantitative analysis
- Pro forma analysis
- Cash-flow analysis
- Financial modeling and asset valuation
- Portfolio and asset management
- Insurance plans and mutual funds
- Retirement and estate planning
- Tax planning and investment strategies

In addition to my analytical strengths, I bring to the table advanced computer skills (with cross-platform expertise in Windows and Mac); expertise in the MS Office suite of products; and familiarity with programming languages including SQL, HTML and VB.

I am impressed by Acme's innovation and success, and I would very much like to be part of such a winning company.

The enclosed resume provides more details of my skills and achievement record of accomplishment. Please feel free to call me at (555) 555-5555 or email me at pamela@somedomain.com. I know you are busy, so thank you for your time, and I look forward to speaking with you.

Sincerely,

[Signature]

Pamela Jung

Enclosure: Resume

Example of a T-Formatted Cover Letter

[Your Address]
[Your City State Zip]
[Your Phone #]
[Your Email Address]

[Date]

[Name of the Person]
[The Person's Title]
[The Company Name]
[Mailing Address]
[City State Zip]

Dear _____,

To express interest in the position of "XXXXXXXXXXXXXXXXXX" (reference #XXXXXXX). I have included a copy of my resume for your review. You will find that I have extensive experience in XXXXXXXX, XXXXXXXX, and XXXXXXXX.

Below is a comparison of your job requirements and my qualifications:

<u>Your Job Requirements</u>	<u>My Qualifications</u>
<ul style="list-style-type: none">• XXXXXXXXXXXXXXXXXXXXXXXXXXXX • XXXXXXXXXXXXXXXXXXXXXXXXXXXX • XXXXXXXXXXXXXXXXXXXXXXXXXXXX • XXXXXXXXXXXXXXXXXXXXXXXXXXXX	<ul style="list-style-type: none">• XXXXXXXXXXXXXXXXXXXXXXXXXXXX • XXXXXXXXXXXXXXXXXXXXXXXXXXXX • XXXXXXXXXXXXXXXXXXXXXXXXXXXX • XXXXXXXXXXXXXXXXXXXXXXXXXXXX

To discuss your job requirements and my qualifications with you, I will contact you in a couple of days to follow up. Thank you in advance for your consideration.

Sincerely,

[Signature]

Your Name

Enclosure

A Sample Cover Letter for a New College Graduate

Josh Michaels
4 Church St. Sometown, NJ 08888
(555) 555-5555 josh@somedomain.com

March 6, 2017

Katherine Yu
HR Director
ABC Company
1530 State St.
Anytown, NJ 08999

Dear Ms. Yu:

Your advertisement for an HR assistant fits my qualifications perfectly, and I am writing to express my interest in and enthusiasm for the position.

After completing a business degree from Rutgers University in May, I enrolled in a human resource development program to enhance my credentials in my chosen field. Course highlights include: Leadership in an Organizational Setting, Performance & Task Analysis in Human Resource Development, and Technology in HR Settings.

Based on your description of the ideal candidate, I also offer:

- Solid educational foundation in organizational development, employee training and development skills and knowledge of how to use technology to improve individual/organizational performance
- Proven ability to build rapport with individuals from all backgrounds
- Track record of excellent performance as a part-time/summer employee concurrent with full-time college enrollment

I would very much like to meet in person to share more of my qualifications and learn more about your HR support needs. Please feel free to call me at (555) 555-5555 or email at josh@somedomain.com.

Thank you for your time and review of the enclosed resume, and I look forward to speaking with you.

Sincerely,

[Signature]

Josh Michaels

Enclosure

Sending a Cover Letter by email

What should you include in your message when you're sending an email to a hiring manager to apply for a job? An email cover letter should include the same basic information as a written cover letter. The only differences are how you format it and how you include your contact information.

What to Include in an Email to a Hiring Manager

Subject. The subject of your message should include your name and the job title. For example, Michael Jameson - Marketing Director Position.

Greeting. The message should include a professional greeting. If you have a contact person, use their name. Otherwise, use Dear Hiring Manager.

Body of the Message. Your message doesn't need to be long, but it does need to capture the reader's attention and sell them on why you're a strong applicant for the job. The goal of the letter is to get a job interview, not just to say your resume is attached.

Write two or three paragraphs, carefully matching your qualifications to the job requirements. The closer you match, the higher your chances of getting chosen for an interview.

Closing. Close your message with a professional closing like Sincerely or Regards.

Signature. Your signature is where you will include all your contact information: full name, address, phone, email, and LinkedIn URL if you opt to include it.¹

¹ Thebalance.com

A Sample Email Cover Letter

Subject: Seasoned Sales Rep with MBA Ideal for Regional Sales Manager
To: Jeff.Healy@Hilton.com

Dear Mr. Healy:

Having broken sales records and exceeded sales quotas in all my previous positions and recently completed my MBA in marketing from the Highland School of Managerial Leadership at Delaware State University, I am an ideal candidate for the regional sales manager position at the Hilton Vacation Club International.

As the leading sales representative for Marriott Vacation Club, I developed key sales material, trained new sales reps, and reinvented the way club memberships are sold. My team's revenue was more than double the average for the entire operation.

The vacation club industry is a dynamic and growing industry, and I am convinced I can help Hilton grow its reputation and dominant position in the industry.

We should meet to discuss the position. I will contact you in the next 10 days to arrange an interview. Should you have any questions before that time, please feel free to call me at (505)555-9878 or email me. Thank you for your time and consideration.

Sincerely,

Jane Jones

Jane Jones
111 Main Street
Town, NY 11111
Email: janejones@gmail.com
Cell: (555) 555-5555
LinkedIn: linkedin.com/in/janejones

Enclosure: Resume

Sample Cover Letter for a Cold Contact

Stephen Bunny
555 Downing Ct.
Midland, MI 48888
989-987-6543
Stephen.bunny@email.com

August 15, 2016

Ms. Christine Mueller
The Highmore Institute
27 Research Court
Appleton, NJ 08515

Dear Ms. Mueller:

As marketing companies are increasingly called upon to supply information on magazine readership to the publisher, there is a growing need for trained and experienced professionals in the field.

Through my marketing/research experiences and my masters thesis, which have particularly dealt with improving marketing audiences to potential advertisers, I am certain I could give you valuable assistance in satisfying research demands, managing key projects, and improving the marketing tools you currently use.

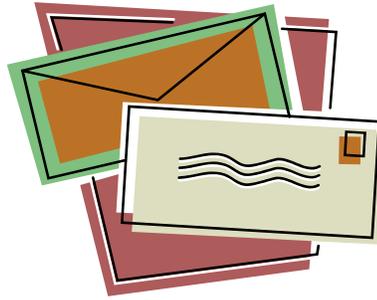
I will be completing my masters degree in December and would be interested in making a significant contribution to the Highmore Institute's profitability in a marketing/research capacity.

I am sure my services would be useful to you, and I will call you in early September to discuss an interview. Thank you for your time and consideration.

Sincerely,

[Signature]

Stephen Bunny



THANK-YOU LETTERS

When should I send my thank-you letter? Write the letter or note as soon as you get home from the interview. Get it into the manager's hands before he/she forgets who you are.

How long should a thank-you letter be? Keep it short, one page is enough.

Customize your thank-you letter to the job opening you interviewed for. Address your thank you letter to person or persons that interviewed you. One letter for each person. Make sure you spell their name correctly!

The purpose of the follow up letter is to help you stand out from the competition. It will keep your name alive in the manager's mind. *This could trigger a request for a second interview.*

Most importantly...not sending a note WILL actually decrease your chance of getting the job. It's been proven in countless studies and surveys, where the data shows that as many as **25% of hiring managers say they wouldn't hire someone who didn't send a post interview thank you letter.**

Do I really have to follow-up on the phone? You bet. This shows persistence. Managers like persistent people. It implies that you will be a worker who'll get the job done. Do not pester. But do phone after two to three weeks.

Sample Thank You letter

John Smith
14 Elm St
Sometown, CA 55555
555-555-5555
john@somedomain.com

March 9, 2017

Ms. Amy Lin
Manager
ABC Company
1 Corporate Way
Sometown, CA 55555

Dear Ms. Lin:

Thank you for meeting with me this morning to discuss the executive assistant position. I enjoyed our conversation, and I am very excited about the possibility of joining your team.

I know what it takes to run a busy and successful insurance office. In my last position as an administrative assistant for XYZ Company, I helped manage all aspects of the operation, handling tasks such as bookkeeping, customer service, claims processing, report preparation and ongoing communications with the district manager.

You mentioned that you need an assistant who has strong “people” skills, and this is an area in which I excel. At XYZ Company, I helped the manager build a loyal client base by consistently providing excellent service.

I don’t see the executive assistant role as a punch-the-clock, 9-to-5 job; I will be your “right hand”—helping you manage the day-to-day operations, volunteering for special projects, and ensuring the company is positioned for growth and increased profitability.

Again, thank you for considering me for this exciting opportunity. As you requested, I’m enclosing a list of professional references. Please feel free to call me if you need additional information, have any questions! Thank you for your time, and I look forward to hearing from you.

Sincerely,

[Signature]

John Smith

Enclosure: List of References

Sample Thank You Letter-Group or Panel Interview

This should be sent to each person you interviewed with. One per letter.

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr. Last Name:

I would like to thank you and your staff for taking the time to meet with me and discuss the Sales Team position at Auto Town.

I found the interview questions to be intelligent and thought provoking, and as a result, has reinforced my desire to join your dynamic and hard-working team. I have been looking for a position with a company that was not only stimulating, but also encouraged collaboration, and I was very excited to hear from your own staff about their experiences with Auto Town.

I am confident that my attention to detail and my organizational skills will mesh seamlessly with the skills set of your current team, and I look forward to the possibility of exploring future joint projects.

Please do not hesitate to contact me If there is any information I can provide or questions I can answer that might facilitate your decision making process.

Again, it was an absolute pleasure meeting you and your staff at the interview. Thank you for your time and consideration.

Sincerely,

[Signature]

Your Name

Sample Thank you letter after a Second Interview

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Ms. Last Name:

Thank you for the opportunity for the second interview. I appreciate your interest in my candidacy for the Marketing Director position.

As we discussed, my strong skill set and my experience with ABC Company in a very similar role would enable me to provide strong leadership, and to immediately provide the guidance and expertise to improve departmental performance exponentially.

I am pleased to have had a chance to talk with you again, and thank you again for your consideration.

I look forward to hearing from you.

Sincerely,

[Signature]

Your Name

Sample Follow up Letter After a Job Fair

Adam LeDuc
555-111-1234
adam.leduc@email.com

Dear Ms. Grant:

We met two weeks ago at the Education Career Fair in Lansing. I enjoyed speaking with you about ABC Charter School's mission and the work you do with the students as a college counselor.

I wanted to reaffirm my interest in the counseling position at your school. ABC Charter School's goal of sending every student to college is one that I strongly believe in, and I know that my counseling experience and passion for working with inner-city students make me a strong candidate for the position.

I have attached an updated copy of the resume I gave you at the Education Career Fair. Next week, I will call to see if we can arrange a time to discuss the position together. Thank you so much for your time and consideration.

Sincerely,

[Signature]

Adam LeDuc

Enclosure:

Sample Follow-up Letter after Rejection without an Interview

Nick Giawesome
123 Milky Way
East Lansing, MI 48823
(910)555-0058

November 22, 2016

Ms. Janet Wilkerson
Sales Manager
General Electric Corp.
Fairfield, CT 06432

Dear Ms. Wilkerson,

Thank you for your letter from October 15. I was, of course, disappointed to learn that I had not made the list of finalists for the sales position you are filling.

Since I remain confident that I have the skills and qualifications to excel in your company, I hope you will consider me for any other similar positions either now or in the future. I admire General Electric Corp. very much and will certainly contact you the next time I learn of an opening for which I am qualified

Thank you again for considering my qualifications.

Sincerely,

[Signature]

Nick Giawesome

Sample Follow-up Letter after an Interview and Rejection

Jessica Hallmark
555 Trinity Circle
Lansing, MI 48911
517-989-1234
Hallmark.j@email.com

December 28, 2016

Ms. Laura Nelson
Director of Programming
Xerox, Inc.
111 MLK Blvd.
Eugene, OR 97401

Dear Ms. Nelson:

Thank you for letting me know you had decided to hire someone else for the programming position. I was disappointed that I did not get the position, but very much appreciated the time and concern you and your staff took to talk with me and show me around your headquarters.

Please keep my material on file and consider me for future vacancies. I know Xerox is a growing company, so I am convinced a position will turn up before long for which I am a perfect fit. If any other departments or regional offices have openings, I would appreciate hearing about them.

Again, Ms. Nelson, I thank you so much for all the time and thought you put into considering me for this position.

Cordially,

[Signature]

Jessica Hallmark

Sample Follow-Up Letter After a Networking Event

Jane Adams
234 Longview Rd.
Saratoga Springs, NY 12286
518-555-1234
jane.adams@email.com

Mr. Alan Thompson
ABC Legal Associates
123 Main St.
Albany, NY 12201

January 31, 2017

Dear Mr. Thompson,

It was a pleasure meeting you at the Albany Young Business Professionals Reception last Friday. Your insights into the future of environmental law were fascinating and only increased my interest in the field.

As you recommended, I contacted John Smith to discuss potential job openings at his firm. I will be meeting with him next weekend.

Please let me know if you hear of any other job openings for a paralegal in your firm, or if you have any further suggestions for people whom I should contact regarding open positions. I have attached my resume for your review.

Thank you so much for your assistance. I hope to see you at the Albany Young Business Professionals Cocktail Reception in the fall.

Sincerely,

[Signature]

Jane Adams

Enclosure:

Acceptance of Job Offer

Your Name
Your Address
City, State Zip
Phone
Email address

Month Day, Year

Name/Title
Company name
Their Address
City, State Zip

Dear (Type recipient's name):

To follow up on our last conversation, I formally accept the (insert) position we have been discussing.

Enclosed are signed copies of the confidentiality agreement and salary contract, at your request.

I will report to your human resources department Monday morning, (insert date).

Thank you, again, for demonstrating confidence in me; I'm eager to begin working with you and look forward to helping you take Protect-All Insurance into the next phase of its technological growth.

Sincerely,

[Signature]

Your name

Enclosures: confidentiality agreement and salary contract

Job Offer Counter Offer Letter

Your Name
Your Address
City, State, Zip code
Your Phone Number
Your Email

Date

Mr. Brian Jones
Human Resources Director
XYZ Company
123 Main St
City, State, Zip Code

Dear Mr. Jones:

I want to thank you for your job offer of (position) from XYZ Company. The position and areas of responsibility are an excellent fit with both my skills set and my career goals. Your company's exciting growth plans would provide me with the opportunity to make a significant contribution in a challenging environment.

Before providing you with a formal acceptance I would like to discuss the base salary you have offered. The (position) demands a high level of commitment that I am fully prepared to give. However, based on the value I can bring to the company coupled with salary data for this type of position, I must request that you relook at your starting offer of \$X. The annual salary range for a (position) in our industry falls between \$X and \$X and I believe an offer of \$X would be more consistent with my qualifications, experience and the industry norms.

Again, thank you for your offer and I look forward to your response. I am confident that we can reach a mutually satisfactory agreement that will allow me to start with XYZ as soon as possible.

Sincerely,

[Signature]

Your Name

Reference List

Employers will ask for your “References” because they want to learn more about you to determine if you would be successful in the position for which you have applied.

PROFESSIONAL REFERENCES: People who can verify that you are productive. They are usually people you have “worked” for (supervisors, teachers, coaches, leaders of organizations). Employers will be asking your Professional References about your work habits, teamwork, attendance, ethics, attitude, etc.

PERSONAL REFERENCES: Usually people you have known for at least one year, but you have not necessarily “worked” for them (next door neighbor, mentor, clergy/church, etc.). Employers will ask your Personal References about your character, honesty, dependability, etc. **DO NOT USE FAMILY MEMBERS AS YOUR REFERENCES.**

CHOOSING YOUR “REFERENCES”

- Ask at least 3 individuals (who are NOT related to you) if they would consider being a Professional Reference for you.
- Ask at least 3 individuals (who are NOT related to you) if they would consider being a Personal Reference for you.
- For those who agree, write down their correctly spelled name, title, address, phone number, and email address.
- Ask if they would like to write a letter about you that you could give to potential employers.
- Thank each of your references, either in a letter or in person. Provide each of them with a copy of your resume.
- Type up a “Reference List” with all the names, contact information, and your relationship to each of your references. 4-5 is a reasonable amount, but try to have both “Personal” and “Professional” References on your list. Your reference list should be a **SEPARATE** piece of paper, **NOT** included on your resume itself.

Reference List Examples

REFERENCES

Randall Last Name
Occupation
Company Name
517-555-5555
Email

Jeffrey Last Name
Occupation
Company Name
517-555-5555
Email

Daniel Last Name
Occupation
Company Name
517-555-5555
Email

Marge Last Name
Occupation
Company Name
517-555-5555
Email

REFERENCES

Randall Last Name

Occupation

Company Name

517-555-5555

Email Address

Daniel Last Name

Occupation

Company Name

517-555-5555

Email Address

Jeffrey Last Name

Occupation

Company Name

517-555-5555

Email Address

Marge Last Name

Occupation

Company Name

517-555-5555

Email Address