

Cover Letter Outline

Your Address 123 St. Ann Street
City/State/Zip Code Canastota, NY 15432

Date June 23, 2010

(Use complete title
And address) Ms. Holly Henry
 Vice President
 Xerox Company
 1234 Fifth Avenue
 New York, NY 00301

(Address to an
individual) Dear Ms. Henry:

(Make the addressee
read your resume.
Be personable and
enthusiastic) OPENING PARAGRAPH: State why you are writing, name the position interested in or type of work for which you are applying. Mention how you heard of the opening or how you heard about the company.

(Be brief but specific;
your resume needs to
include details) MIDDLE PARAGRAPH: Explain why you are interested in working for this employer (mention something that you read in your research) and specify your reasons for your interest in this type of work.
 If you have had related work experience or education, be sure to include it.

Do not just reiterate what's on your resume--**elaborate**. If you are responding to an ad, use key words found in the ad. Emphasize skills or abilities you have that relate to the job for which you are applying (give examples). Be sure to do this in a confident manner and remember that the reader will view your letter as a sample of your writing skills. Convince the employer that you have the personal qualities and motivation to perform well. You may refer the reader to your enclosed resume (which gives a summary of your qualifications and achievements).

(Request for statement
of appreciation) CLOSING PARAGRAPH: Don't be passive. Have an appropriate action; pave the way for the interview by indicating the action you will take to discuss initiating an interview.

Sincerely,

(Have three blank lines here for your signature. Do not print!)

Type your name here

Enclosure (remember to enclose your resume)

NOTE: Center your letter so the top and bottom margins are equal. Ask a Career Counselor to proofread your cover letter and resume prior to sending it to an employer.

Cover Letter Outline

Format: Type your letter neatly on 8 ½ x 11 inch bond paper. Keep it clean and error free. Type all letters individually, never reproduce them. Always address your letter to a specific person and include name and title rather than by title or department alone. Let the letter reflect your individuality. You are writing to a stranger about a subject that is of critical importance of both of you. Do not forget that Career Services will critique your resume and cover letter!

Address
City, State, Zip Code
Phone
Date

Add Double Space

Name of Addressee
Title of Addressee
Name of Organization
Street Address or Box #
City, State, Zip Code

Add Double Space

Dear Addressee:

Add Double Space

Your opening paragraph should state the reason for the letter, the specific position or type of work for which you are applying and how you learned of the job opportunity. You may want to state briefly why you are interested in the position.

Add Double Space

Your middle paragraph should explain how your academic and/or experiential background qualifies you for the position. Point out specific achievements or unique qualifications. Include any special skills you have that may be useful in the position. Don't repeat information in your resume, single out a few especially salient factors: expand an item or two of special relevance. Be concise and to the point.

Add Double Space

In your closing paragraph, refer to your enclosed resume and focus on the action to follow. Indicate your desire for a personal interview. You may want to indicate your flexibility or state a time when you will be available. Repeat your phone number. You may want to say that you will call you addressee in a few days to see about arranging a mutually convenient time when you could visit. State that your personal references can be sent at their request. A specific and positive statement about what you will be doing next or what you wish for them to do is more effective than a vague hope, but don't be pushy.

Add Double Space

Sincerely,

Sign here

Add Three Spaces

Type Full Name

Add Double Space

Enclosure

Sample Cover Letter

100 Main Street
Utica, NY 13502
(315) 724-8887

June 20, 2010

Mr. William Farrington
National Grid
401 West Center Street
Rome, NY 13440

Dear Mr. Farrington:

I am applying for the Finance position that was advertised in the Utica Observer Dispatch on June 16. This opportunity is an excellent match with my background and qualifications.

As my resume indicates, in May I received a Bachelor of Science degree in Finance with a minor in Marketing and Advertising from SUNY Institute of Technology. I have completed two finance internships, both at well-known corporations, and have experience working with budgets, cost analysis, and market research. During my internship experiences, I enthusiastically sought challenging projects and was a detail-oriented intern as well as a team player. I was able to balance a demanding course load and manage multiple campus leadership positions while completing the internships during my academic career.

I would appreciate an opportunity to discuss this position and to express how I can positively contribute to National Grid. I am excited about the possibility of working for a dynamic, nationally known company. Please contact me via cell phone at 315-724-8887 or by email at hughesb@hotmail.com. I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

(sign here)

Brett Hughes

Enclosure

Sample Letter of Application

Your Street Address
City, State, Zip Code
Date

Mr. John Smith
Blue Cross Blue Shield of Utica-Watertown, Inc.
Human Resources Department
12 Rhodes Drive
Utica, NY 13502

Dear Mr. Smith:

It has been brought to my attention through your ad in the Observer Dispatch that you are seeking a Sales Representative. As you can see by my enclosed resume, I will be graduating from SUNYIT in May with a degree in Business Management. It is my educational background and relevant experience that I feel qualifies me for this position.

I am an ideal candidate for your company because I am eager to learn, have excellent communication skills, and enjoy working with people. My past employment has provided me with experience in a supervisory position where my co-workers relied on my ability to lead and influence them in a positive way.

I look forward to the opportunity to meet with you personally. You may reach me daily at (315) 999-9999 or in the evenings at (315) 888-8888. If I don't hear from you by next week, I will call you to answer any questions you may have regarding my qualifications and candidacy. Thank you for any consideration you can give.

Sincerely,

Sign here

Jon Bloem

Enclosure

Sample Letter of Inquiry

June 21, 2011

P.O. Box 12
Barneveld, NY 14321
(315) 826-8881

Mr. Michael James
District Manager
Bank of America
1 Metro Drive
Binghamton, NY 33532

Dear Mr. James:

I am very interested in obtaining an entry-level position in banking. I understand that Bank of America has invested considerable resources in the community it serves. I am also passionate about community development and have a genuine interest in giving to those in need. My career aspiration is to obtain a position at Bank of America as a financial advisor trainee.

In December, I will receive a Bachelor of Arts degree in Accounting from SUNY Institute of Technology in Utica, NY (see enclosed resume). For the past two summers, I have worked as an assistant sales manager in a large department store. Working with multiple types of financial transactions and effectively working with various department personnel has been rewarding. This experience has also been beneficial in understanding how to effectively communicate with various customers.

I would appreciate an opportunity to meet with you to discuss career opportunities at Bank of America. Please contact me at your earliest convenience. I may be reached at (315) 826-8881.

Sincerely,

Sarah Donnolly

Enclosure

Sample Networking Letter

Old State Road
Poland, NY 13431
spellmanb@hotmail.com

April 21, 2011

Ms. Katherine Martin
Vice President
CAS Technology Group
284 Meredith Road
Washington, DC 20011

Dear Ms. Martin:

In May I will graduate from SUNY Institute of Technology in Utica, NY with a Bachelor of Science degree in Computer Information Science and a minor in Mathematics. My work experience has been primarily in the transfer of information to computer language for analysis and problem solving.

I am particularly interested in working for CAS Technology Group because of its reputation as a developer of innovative and efficient energy delivery systems. I feel that my skills, values, and education will meet your needs, and that I can positively contribute to your company's growth. I'm adept at problem solving and am interested in working toward solutions both independently and as a member of a team.

I will contact you next week to discuss careers available at CAS Technology Group. I look forward to speaking with you.

Respectfully,

Blake Spellman

Sample Letter of Acceptance

313 Clarion Drive
Whitesboro, NY 13492
(315) 868-4001
reynoldsr@yahoo.com

December 12, 2010

Mr. Howard Simms
Human Resources Director
Technical Industries, Inc.
1346 Industrial Parkway
Dallas, TX 75247

Dear Mr. Jones:

It is with pleasure that I reaffirm my comments to you during our phone conversation yesterday. I gladly accept your offer for the position of Junior Design Engineer at a starting salary of \$57,273 per year.

Monday, January 2, will be an agreeable starting date for me and according to your instructions, I will report to the Dallas office at 8:30 am on that date. If there are any changes concerning time, location, or starting date, please keep me informed. I will plan to be in Dallas several days prior to meet with a realtor. Any suggestions that you have will be appreciated.

I want to thank you again for this opportunity, and I look forward to what I am sure will be a rewarding future with Technical Industries.

Sincerely,

Ryan Reynolds

Sample Letter of Refusal

1010 Bridgestone Drive
Brooklyn, NY 88543
(715) 820-2274

October 26, 2010

Ms. Eva Hartman
Edge Technology Services, Inc.
108 Roscommon Drive
Hartford, CT 06357

Dear Ms. Hartman:

The time and consideration that you have given me in extending a job offer as a Junior Graphic Designer with Edge Technology Services, Inc., is deeply appreciated. However, I have been offered a position in New York that I have accepted.

I am very impressed with Edge Technology Services because of the number of clients that the company represents, the level of customer services, and the professionalism of the employees whom I've met. I regret that I am unable to be a member of your team.

Thank you again for your consideration. I wish you success in the coming year.

Sincerely,

Rina Spofford