# EMPLOYMENT LETTERS

### **EMPLOYMENT LETTERS**

When writing your employment letters, consider your audience and be knowledgeable of the expectations depending on the field or industry. Your career advisor can assist you in writing an appropriate letter depending on your major or kind of job you want to pursue. Your letters should be focused and professional. There are four kinds of employment letters including cover letters, thank you letters, job acceptance letters and job offer rejection letters.

### **Cover Letters**

Your cover letter can be as important as your resume in getting an interview. It is your opportunity to demonstrate your ability to market yourself and how your competencies match the job's responsibilities. It's best to always include a cover letter with each resume you submit to a company. Submit a separate cover letter and resume for each position you apply to in the same organization, unless otherwise instructed.

### Cover Letter Content & Format

First impressions count. Before a potential employer reads a word of your cover letter, he or she has an impression of your organizational skills and attention to detail simply by observing its appearance.

- Your cover letter should include 4-5 short paragraphs and be no longer than 1 page.
- Your cover letter should sound enthusiastic, polite, confident and professional.
- Margins should be at 1-inch all around the page and the body of the letter should be left justified.
- Your cover letter should be printed on the same paper as your resume.
- Use the same font for your cover letter as you used on your resume.
- Copy the same header you have on your resume onto your cover letter so both documents are consistent (this makes for a great marketing packet).
- Avoid talking about what the position or the company can do for you. This letter needs to communicate to the employer "what you can do for the company" without sounding arrogant or egotistical. Show confidence in yourself and your skills, enthusiasm for the company and position,

with the realization that you will be a new person Within an organization that already works quite well.

- Utilize action verbs when describing your related experience or skills and abilities.
- Avoid using "To Whom It May Concern" in your salutation—try to write your letter to a person or use "Dear Human Resources Professional."
- Don't assume the gender of your reader. If the sex of the person to whom you are writing is unclear, then address the reader by their first and last name in the salutation. Example: Dear Bob Wilson:
- Tailor your cover letter to the specific position for which you are applying.
- Verify the information you wish to use in your letter and ensure it is up to date. If you haven't researched the company, don't bluff. Do the research or leave out references to your knowledge of the company.
- Do not volunteer information such as age, lack of skills, marital status, religion, etc.
- Your language should be descriptive and easy to understand. Use simple, common language and concrete examples and facts.
- Some ads request you to include your salary requirements; there are no correct answers to this. Some experts say ignore the request and others say to dance around it by letting them know you've been promoted regularly in responsibility and salary. Others say to state a salary range with a three to ten thousand dollar variation adding the words "depending on the nature and scope of duties and responsibilities." Be careful with this—stating a salary range may knock you out of the running. If the ad doesn't ask for salary requirements, don't include them.
- Proofread!!! Mistakes on cover letters and resumes is the number one complaint of Human Resources recruiters and can be cause to take you out of the running. Make sure to proofread as carefully as possible.
- Your cover letter should be mailed with your resume in a large manila envelope so that neither document is folded. If you are required to email your resume and cover letter, follow the instructions in regards to the employer's requests. Generally in that respect you will write a short introductory email and attach your cover letter and resume as separate documents to the email.

Please see following pages for cover letter content information and sample cover letters as well as samples of other types of employment letters.

#### **Cover Letter Content**

Header (same as on resume)

Date

Name of Individual Job Title of Individual Company or Organization Name Street Address or P.O. Box Number City. State, Zip Code

Dear Mr./Ms./or Human Resources Professional:

The **first paragraph** should get the reader's attention. State immediately and concisely the purpose of your letter. State the position you are seeking, the company, why you are writing, and how you learned of the position. Briefly state your qualifications (education, experience, skills, etc.) of which you will go into more detail in the next paragraph. Write in short, concise sentences.

The goal of the **second paragraph** is to keep the reader interested. Indicate how your qualifications match up with the qualifications of the position and what skills or knowledge the company is seeking. What do you have to offer the company? You should provide specific examples of your demonstrated skills or related experience. Focus on job related skills, class projects, accomplishments, etc. in relation to the job. This section can be in paragraph form or bullet point format. Sometimes this can be two paragraphs depending on how much information you have.

In the **third paragraph** you should describe your interest in the corporation. Show the employer that you've researched the company and know about their products or endeavors. Why are you interested in working for them? State briefly how you can contribute to their goals.

The **final paragraph** is your conclusion. Indicate what you hope the next step will be and make sure you include your phone number and email address in this final paragraph. Include a summary statement of your qualifications and interest. Be sure to thank the employer for their time and consideration.

Sincerely,

(your signature goes here) (only include your typed name if you are emailing the letter)

Full name typed out

Enclosure: Resume

### **Anita Job**

333 Main Street Seattle, WA 98111 425-939-8888 email: joba@seattleu.edu

July 31, 2008

Deborah Stanson
Director, Human Resources Department
BECU
1522 East Madison St.
Seattle, WA 98122

Dear Ms. Stanson:

Please accept my résumé and application for the Cash Services Representative position with BECU. I learned of the position through Bob Holbrook, an employee in your company. After careful review of the job description I believe my skills and experience are ideally suited to this position.

I possess the following relevant experiences and skills:

- Excellent customer service and sales skills developed while working for US Bank.
- Three years experience balancing cash registers and reconciling cash receipts at the Seattle University Bookstore.
- Two years experience maintaining accounts, including accounts receivable/payable, daily sales and expense reports for Hometown Grocer.
- Proficiency with computers and several software packages including; MS Word, Excel, Access, and Quicken.

BECU has a reputation for promoting personalized, customer-focused financial services. In my research I have also learned that the company is committed to benefitting the community. I believe that my background in customer service and accounting make me an ideal candidate for this position and I look forward to the opportunity to contribute to the company's endeavors.

My résumé is included for your consideration. I look forward to the opportunity to discuss my qualifications with you soon. I will contact you next week to follow up with any questions you might have. I can be reached at 425-939-8888. Thank you for your consideration.

Sincerely,

Anita Job

Enclosure: Resume

## **Seymore Dollars**

555 Cedar Lane, Apt 301 Seattle, WA 98001 206.555.8888 seymorewdollars@hotmail.com

May 15, 2008

Joseph McKenzie Hiring Manager Expeditors International 1015 Third Ave., 12th Floor Seattle, WA 98104

Dear Mr. McKenzie:

I am writing to express interest in the Operations Internship position posted through Seattle University. I am currently enrolled at Seattle University in the management program as a senior with an overall GPA of 3.69. As of spring of 2008, I will graduate with a bachelor's degree in management. I feel that I would be a great candidate for this position because of my work background and skills.

From my current and past work history, I have gained valuable experience collaborating with co-workers and providing customer service on a daily basis through my part-time job as a Starbucks barista. I am also familiar with operations in the work environment as I worked with quality controls at Genie Industries. Through my academic experience, I have worked effectively in a team setting to complete group projects and present group research. To support myself financially while attending school, I work at least 15 hours a week.

In addition to work experience, I have performed various community service projects as a result of being both an active member and a current officer of Alpha Kappa Psi. My duties as an officer include planning and organizing community service events for pledges and members.

I have researched several employers in the area and have found that the reputation and aggressive growth of Expeditors International is unmatched in the logistics industry. I know that Expeditors is committed to go beyond the expectations of its customers and provide excellent service. I believe that my skills and experience in customer service and operations would help me to be a strong asset to the company.

I would greatly appreciate the opportunity to discuss how my skills may benefit Expeditors. I can be reached at 206-555-8888. I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,

Seymore Dollars

Enclosure: Resume

### **FOLLOW UP LETTERS**

The following pages show examples of follow up letters including thank you, job acceptance and job decline letters. It is perfectly acceptable now to email these kind of letters to employers. Follow similar content suggestions in this guide if you plan to email the letter.

### Thank You Letter

When you meet with an employer for an informational session or an interview, follow-up the meeting with a thank you letter. Like the cover letter, the thank you letter should be professional and well-written.

 The thank you letter should ideally be sent the next day and no later than two days after the interview.

- The thank you letter is relatively short with usually two to three paragraphs.
- The style, paper, and printing are consistent with your cover letter and resume including letterhead, font style and size.
- The thank you letter can either be typed, emailed or hand-written depending on your preference.
   Some recruiters say that they're more inclined to remember and keep a hand-written note than a typed letter or email because it is more personal.
   But do what is most comfortable for you.
- Maintain a professional, respectful tone. Even if you had a great rapport with the person you met, do not let your guard down when writing your thank you. The person that you interviewed with may not be the only person reading the letter.
- If you met with more than one person at the interview, make sure to send a thank you letter to each person.

Thank You Letter Content

Header (same as on resume) (do not need if you are emailing the letter)

Date

Name of Individual Job Title of Individual Company or Organization Name Street Address or P.O. Box Number City, State, Zip Code

Dear Mr./Ms./or Human Resources Professional:

**Paragraph 1:** Thank the interviewer for the opportunity to meet. Remind him/her of the date when you interviewed and for which position you interviewed.

**Paragraph 2:** Zero in on one of two things you heard during the interview that you have particular skills or experience with. Remind the interviewer what you can do for the company.

**Paragraph 3:** If possible, bring out an aspect of the company that you learned about during your meeting about which you are excited.

**Final Paragraph:** Again, thank the reader for his/her time, and indicate that you hope you will hear soon the outcome of the interview.

**The Closing:** Similar to the cover letter. Probably best to use "Sincerely."

# **Seymore Dollars**

555 Cedar Lane, Apt 301 Seattle, WA 98001 206.555.8888 seymorewdollars@hotmail.com

May 29, 2008

Joseph McKenzie Hiring Manager Expeditors International 1015 Third Ave., 12th Floor Seattle, WA 98104

Dear Mr. McKenzie:

Thank you very much for the opportunity to speak with you on May 28th. Our discussion confirmed my interest in the Operations Intern position available with Expeditors International.

I am confident that my skills and experience would benefit Expeditors. In particular, my previous experience with quality controls as well as my background in computers would allow me to effectively utilize the logistics software to increase efficiency in the Business Processes department.

I am strongly interested in the opportunity to work with the new accounts that Expeditors has been acquiring and to work with the new software program.

Once again, thank you for the opportunity to discuss my qualifications with you. If you have any further questions please feel free to contact me at 206-555-8888. I look forward to hearing from you again soon.

Sincerely,

Seymore Dollars

**Job Offer Acceptance Letter Example -**An acceptance letter generally follows a telephone conversation or written offer within which terms and details of employment are confirmed **(can also be adapted for email).** 

**Anita Job** 

333 Main Street Seattle, WA 98111 425-939-8888 email: joba@seattleu.edu

August 15, 2008

Deborah Stanson Director, Human Resources Department BECU 1522 East Madison St. Seattle, WA 98122

Dear Ms. Stanson:

I am writing to confirm my acceptance of your employment offer received on August 14, 2008 as a Cash Services Representative for BECU at an annual salary of \$XX,XXX. Thank you for the opportunity to make a significant contribution to the organization. I am confident I will make a strong impact on helping the company maintain its excellent reputation for personalized banking services.

As we discussed, I will report to your office directly at 8 am on Monday, August 25, 2008 for my first day of employment at BECU. Again, I'd like to express my appreciation for this opportunity and look forward to being a part of the BECU team.

Sincerely,

Anita Job

Job Offer Rejection Letter Example- Rejection letters are used to formally reject a job offered by an employer (can also be adapted for email).

**Anita Job** 

333 Main Street Seattle, WA 98111 425-939-8888 email: joba@seattleu.edu

August 15, 2008

Deborah Stanson Director, Human Resources Department BECU 1522 East Madison St. Seattle, WA 98122

Dear Ms. Stanson:

Thank you very much for offering me the position of Cash Services Representative with BECU. It was very helpful to hear the details of the position and I am grateful for the time I was given to consider the offer. BECU has an excellent reputation and the position sounds like it offers challenging and unique opportunities.

However, after much consideration I have concluded that my professional interests are leading me in a different direction. As a result of this difficult decision, I have decided to decline the offer for the Cash Services Representative at this time.

Thank you again for your time and consideration. I enjoyed meeting you and I wish you much success in your organization's endeavors.

Sincerely,

Anita Job