

Sample Reference Page

SAMANTHA STARK

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(319) 895-1234

Permanent Address:

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REFERENCES

Ms. Pat O'Brien
Merchandising Manager
XYZ Incorporated
Elicazia, IL 32123
(321) 555-5555
pobrien@xyzinc.com

Dr. Sean Jordon
Assistant Professor, Economics and Business
Cornell College
600 First Street West
Mt. Vernon, IA 52314
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Dr. Mary Smith
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msmith@cornellcollege.edu

Sample Letter of Inquiry

Box 123, Cornell College
810 Commons Circle
Mt. Vernon, IA 52314
September 14, 2009

Ms. Tracy Johnson, VP Human Resources
XYZ Company
355 1st Avenue
Chicago, IL 55555

Dear Ms. Johnson:

The current issue of *Business Week* contains a very interesting article on the XYZ Company pointing out the excellent customer service you provide. In my opinion, this is the essential component of a successful company, so I am writing concerning my interest in a human resources position with your organization.

I am interested in learning more about your work as well as any anticipated opening on your staff. My qualifications for a position in human resources, which are more thoroughly described in the enclosed resume include:

- Research and writing for the student chapter newsletter of the American Association of Personnel Administrators.
- Course work including Selection, Human Resources Management, and Training and Development.
- Part-time work experience as Office Assistant to the Director of Human Resources at a local retail store.
- B.A. in Communication Studies, minor in Human Resource Administration.

During the week of October 2, I will be visiting Chicago. If your schedule permits, an opportunity to meet and discuss my qualifications for an entry-level position on your staff would be greatly appreciated. I will call your office next week to see if such a meeting can be arranged.

Thank you for your consideration.

Sincerely,

Karen T. Smith

Enclosure

Sample Letter of Application
(set up at the top to match her resume)

Ashley Seat

Box 321, Cornell College
810 Commons Circle
Mt. Vernon, Iowa 52314
(319) 895-1234
a-seat@cornellcollege.edu

February 13, 2009

Barbara A. James
Software Engineer
Billings Controls
2260 Mountain View Road
Billings, MT 59101

Dear Ms. James:

Ms. Julia Tandy, Director of Data Systems at Thomas Corporation, suggested that I contact you directly regarding a position opening with Billings Controls. I was excited to learn that you are looking for someone with a computer science background to work on your current upgrade project and would like to be considered as a candidate for that position.

As an intern at Thomas Corporation, I gained exposure to many of the same computerized manufacturing systems that are employed by your company. For example, I completed modification and testing on the systems used at Thomas Corporation. Given my internship experience, as described in the enclosed resume, as well as my educational background, I am confident that I would be an asset to your project team.

I would appreciate the opportunity to speak with you about my qualifications in detail and how I might make a contribution to your organization. During the week of February 20, I will call your office to see if such a meeting can be arranged.

Thank you for your consideration.

Sincerely,

Ashley Seat

Enclosure

Sample Thank You Letter

Box 456, Cornell College
810 Commons Circle
Mt. Vernon, IA 52314
January 6, 2009

Mr. Henry Stager
Human Resources Supervisor
The Morgan Group
444 Sunny Drive
St. Paul, MN 55555

Dear Mr. Stager:

Thank you for the opportunity to interview with you on Tuesday, January 4 for the position of Sales Representative. The experience reaffirmed my interest in your company and my confidence that my background will be beneficial to the goals of The Morgan Group.

As we discussed, my summer experiences in sales and customer service are directly relevant to the skills and qualities that you seek in your sales representatives. Specifically, as you strive to diversify your market, my contact with customers of varying ages and backgrounds will position me to implement sales strategies quickly and effectively. I am also excited about your training program and the specifics we discussed on Tuesday. As my past successes have indicated, I learn quickly and am adaptable to any situation.

I look forward to seeing you again and meeting others within The Morgan Group as well as visiting your new facilities. If you have any further questions or need additional information, please let me know. Thanks again for your time and consideration.

Sincerely,

Thomas C. Moore

Sample Withdrawal from Consideration Letter

Box 890, Cornell College
810 Commons Circle
Mt. Vernon, IA 52314
March 15, 2009

Mr. Marty Johnson, Director of Marketing
Wonder Building Products, Inc.
111 Industrial Parkway
Hampton, IA 50441

Dear Mr. Johnson:

It was informative to meet with you and your staff last Wednesday to discuss your opening for a Central Iowa Marketing Representative. Your company has a very fine reputation in Iowa and the surrounding states. After careful consideration, I have decided to withdraw my application for the position.

At this point in my career, I feel it would be beneficial for me to explore other opportunities in marketing that will help me attain my goal of becoming a marketing consultant. While your position would be an excellent opportunity, it would be a lateral move from my part-time and summer positions.

Thank you for taking the time to interview me and giving me the opportunity to learn about your needs. I hope your hiring search will soon be successful.

Sincerely,

Tracy J. Carlson

Sample Acceptance Letter

Box 123, Cornell College
810 Commons Circle
Mt. Vernon, IA 52314
May 10, 2009

Ms. K.L. Waters, Partner
Waters, Smith and Conners
100 East High Street, Suite 801
Des Moines, IA 52803

Dear Ms. Waters:

To confirm our phone conversation on May 9, I would like to formally accept your offer of the position of staff accountant at \$2,234 per month in your Des Moines office. I am very pleased to become part of your organization.

As we discussed, I will be moving to Des Moines within 3 weeks and will be able to begin my employment on June 3, 20xx. I understand that your firm offers relocation assistance. Please send me the information you referred to concerning expense reimbursement.

I look forward to joining Waters, Smith and Conners.

Sincerely,

Rhonda J. Walton