RESPONSE TO KNOWN POSITION

Student Address
Student City, State Zip

Date

Contact Name
Contact Title
Company Name
Company Street Address
Company City, State Zip

Dear Mr./Ms. Last name:

First Paragraph: State the reason for writing the letter. Specify the position for which you are applying. Indicate from which source (associate, website, news media, career center, employment service) you learned of the position.

Second/Third Paragraph: State why you are interested in the position, the company, its products or services. If you are completing a degree or are a recent graduate, explain how your academic background qualifies you for the position, citing applicable coursework. Refer to practical work experience, an internship, or relevant experience (i.e. volunteer work, cooperative education), to point out your specific achievements or unique qualifications. Highlight strengths, skills, abilities and goals. State how your background relates to the job duties and responsibilities of the position you are applying for—refer specifically to the job description. (Offer specific examples/information) Provide details and explanations that are not found on your resume. Indicate what you can do for the employer – do not inquire about what the organization can offer you. Impress upon the reader how interested in the organization you are by bringing key ideas/words to bear that were the result of your thorough research of that organization.

Concluding Paragraph: If you do not refer to your resume in the previous paragraph, refer to it here. Indicate your intention to follow up this communication with a phone call in 1-2 weeks to request a meeting or interview. Indicate your flexibility. Repeat a phone number (or add a different number where you can be reached during certain hours, if appropriate). You may want to ask if the organization will be recruiting in your area, or if additional information or references from you would be helpful. Finally, thank the reader for his/her time and consideration.

Respectfully,

Student Name

Enclosure
LETTER OF INQUIRY

Student Address
Student City, State, Zip

Date

Contact Name
Contact Title
Company Name
Company Street Address
Company City, State Zip

Dear Mr./Ms. Contact Last Name:

First Paragraph: Indicate your interest in the organization, its products or services. State your source of information about the employer (website, news media, career center, employer directory, employment service, or networking source).

Second Paragraph: Outline your strongest qualifications, focusing on the broader occupational and/or organizational dimensions. Include academic background, practical work experience, internships, participation in cooperative education, or any extracurricular involvement/leadership positions. Highlight strengths, skills, and accomplishments, describing how your qualifications match the work environment.

Third Paragraph: Refer the reader to the enclosed resume or employment application which summarizes your qualifications, training, experience, and education. Be careful not to repeat your resume entirely in your letter. Provide details and explanations that are not found on your resume. Do some personal marketing here. Convince the employer you have the personal qualities and motivation to make a contribution to the organization. Do not inquire about what the organization can offer.

Concluding Paragraph: Suggest an action plan. Indicate that you will call during a specific time period to discuss interview possibilities. Indicate your flexibility. Repeat a phone number (or add a different number where you can be reached during certain hours, if appropriate). You may even want to ask if the company will be recruiting in your area, or if any additional information or references from you would be helpful. Finally, thank the reader for his/her time and consideration.

Respectfully,

Student Name

Enclosure