

Sample 1

Application Letter (Full Block Format)

Structure your application letters with three or four paragraphs:

1635 Cambourne Lane
Schaumburg, IL 60194-3918

Date

Ms. Dianne C. Strand
Manager of Human Resources
Atlantic Coast Industries, Inc.
2900 Virginia Beach Boulevard
Virginia Beach, VA 23464

Dear Ms. Strand:

Come to the point. Reveal your purpose and interest, identify the position and your source of information. Introduce your themes.

I am applying for the position of systems analyst which was advertised on July 15th with the office of Career Services at Roosevelt University. The position seems to fit very well with my education, experience, and career interests.

Outline your strongest qualifications that match the position requirements based on the themes you selected. As much as possible, provide evidence of your related experiences and accomplishments. Make reference to your enclosed resume.

Your position requires experience in computer systems, financial applications software, and end-user consulting. With a major in management information systems, I have training on mainframes, minicomputers, and microcomputers as well as with a variety of software programs and applications. My practical experience in my university's computer center as a programmer and as a student consultant for system users gave me valuable exposure to complex computer operations. Additionally, I worked as a cooperative education student in computing operations for a large bank where I gained knowledge of financial systems. My enclosed resume provides more details on my qualifications.

Suggest an action plan. Request an interview, and indicate that you will call during a specific time period to discuss interview possibilities.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested

in the position and in working for Atlantic Coast Industries. Your firm has an excellent reputation and comes highly recommended to me.

Would you please consider my request for a personal interview to discuss further my qualifications and to learn more about this opportunity? Should you need to reach me, please feel free to call me at (847) 683-4388. If I am not in, please leave a message on my answering machine and I will return your call within a day.

AND-Show appreciation to the reader for his or her time and consideration.

Thank you for your consideration, I look forward to talking with you.

Sincerely yours,

Lisa Watson

Sample 2
Networking Letter
(Modified Block Format)

Structure this letter along these lines:

224 Lundy Lane
Schaumburg, Illinois 60193

Date

Ms. Cynthia S. Kennedy, Manager
Jones, Smith, and Doe, P.C.
Certified Public Accountants
1400 World Trade Center
Schaumburg, Illinois 60194

Dear Ms. Kennedy:

Make a connection between you and the reader-e.g., alumnus/alumna of your school, mutual acquaintance, similar interest or background, etc.

Dr. Carr, professor of accounting at Roosevelt University, Schaumburg campus, suggested that I contact you. He thought that you would be in an excellent position as an alumna to assist me with a career decision.

State your purpose without pressuring the reader. Explain your situation briefly.

As an accounting student, I am exploring which career path to pursue. Public accounting, management accounting, and IRS work all sound interesting to me at this point but I want to go into my campus interviews next semester with a clear sense of direction. I would like to get your advice on the long-term career implications of each path as well as a better handle on the day-to-day activities of a CPA.

Request a meeting at a mutually convenient time, and indicate that you will call to make arrangements.

I shall call you next week to see if we can arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely,

Janis K. English

Sample 3
Thank You Letter
(Modified Block Format)

Make your thank you letters warm and personal:

1816 Pheasant Trail
Mt. Prospect, IL 60056

Date

Dr. Julius Edmonds, Director
Technical Design Group
Atlantic Engineering Systems, Inc.
1501 Madison Drive
Buffalo Grove, IL 60089

Dear Dr. Edmonds:

Express your sincere appreciation.

I want to thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

Reemphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. I think my education and cooperative education experiences fit nicely with the job requirements, and I'm sure that I could make a significant contribution to the firm.

Reiterate your interest in the position. Use the opportunity to provide or offer supplemental information not previously given.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at (847) 685-5555 if I can provide you with any additional information.

Restate your appreciation.

Again, thank you for the interview and your consideration.

Sincerely,

Frederick Bryan

Sample 4
Acceptance Letter
(Full Block Format)

4343 North Clarendon, #1427
Chicago, Illinois 60613

Date

Mr. Jack Krebs, Division Manager
Data International Corporation
600 W. Rand Road
Arlington Heights, Illinois 60004

Dear Mr. Krebs:

Confirm, accept, and reaffirm your employment decision.

I am writing to confirm my acceptance of your employment offer of July 16th and to tell you how delighted I am to be joining Data International in Arlington Heights. The work is exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

Confirm logistics.

As we discussed, I will report to work at 8:00a.m. on August 1st and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation on August 6th.

Express your appreciation for the opportunity.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

Pamela Jones

**Sample 5
Withdrawal Letter
(Full Block)**

Follow these guidelines when sending a withdrawal letter:

7 South 20th Avenue
Maywood, IL 60153

Date

Ms. Melissa Bliss, Executive Director
The Virginia School of Performing Arts
8989 Princess Anne Road
Virginia Beach, VA 23465

Dear Ms. Bliss:

State your decision, and provide an explanation.

I am writing to inform you that I am withdrawing my application for the program coordinator position with the school. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered an administrative position with a local city government and, after careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

Express appreciation for the employer's consideration and courtesy.

I want to thank you very much for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative community programs you are planning. You have a fine school and I wish you and your staff well.

Sincerely,

Heather Ferguson

Sample 6
Rejection Letter
(Block Format)

In rejecting an offer, you can demonstrate your professionalism:

4960 N. Marine Drive
Chicago, IL 60640

Date

Mr. George Duvall, Manager
Sales and Marketing Division
Colonial Properties, Ltd.
420 South Michigan Avenue
Chicago, Illinois 60605-1394

Mr. Duvall:

Acknowledge the offer.

Thank you very much for offering me the position of commercial leasing agent with Colonial Properties. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

Show thoughtful consideration.

You have a fine organization and there are many aspects of the position which are very appealing to me. However, I believe it is in our mutual best interest that I decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

Express appreciation.

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your fine staff.

Sincerely,

Kristen Langston

Salary Requirement/History

Salary Requirement

When an employer requests a salary requirement or salary expectation this should be included in the body of your cover letter and not on your resume.

Before you state a salary requirement be sure that you have researched your field of interest and know what the salary ranges are. The Office of Career Services has copies of the Salary Surveys done quarterly by the National Association of Colleges and Employers. These offer salary information for most majors and are compiled from surveys completed by graduates at colleges and universities across the country. Another excellent resource is www.salary.com. This resource offers salary information based on geographical area as well as level of experience in almost every imaginable field.

The salary requirement should be stated as a range. The lower end of the range being the least amount that you would accept based on your research, experience, and educational level. For most graduates, a \$10,000 range is acceptable. For instance, if you are an accounting major and you have very little experience, your research would show that you could expect a salary in the thirties. The higher the salary level the larger the range.

Salary History

Employers sometimes request that you supply them with your salary history. There are a few different theories on how to respond to this. We will present three of them for you to review and let you be the judge.

The first is that there need not be any response to this. In other words, ignore the request all together. The argument against this is that by not responding it may be interpreted that you can not follow instructions or have something to hide. We do not recommend this.

The second is full disclosure. Some career professionals feel that this can hurt you, especially if your previous salaries have been significantly lower than your realistic salary expectations. On the other end of the spectrum, if your previous salaries have been higher than what your research shows you can expect, such as in the case of someone changing careers after many years, the prospective employer may not consider you. Other professionals feel that full disclosure is proper because you are providing exactly the information that was requested. If, after your research, you feel that there is a significant difference, either high or low, you may want to consider the next suggestion.

The third take on this is to answer this request in a politically correct way and then provide your salary requirement, which many feel is really all the employer wants. This could be done by

stating that “Regarding your request for salary history, I feel that in my previous position I have been adequately compensated. Currently, I am looking for a salary in the thirties”. Whichever response you choose, this information should be in the body of the cover letter and never on the resume.

On the following pages are examples of an application letter with salary history options.

Sample 7

Application Letter with Salary Requirement/Option One (Full Block Format)

Structure your application letters with three or four paragraphs:

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Virginia Beach, VA 23464

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Suggest an action plan. Request an interview, and indicate that you will call during a specific time period to discuss interview possibilities.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Atlantic Coast Industries. Your firm has an excellent reputation and comes highly recommended to me.

Salary Requirement Option One

Regarding your request for salary history, my current compensation is \$30,000.00. I am seeking compensation in the mid to upper thirties.

Would you please consider my request for a personal interview to discuss further my qualifications and to learn more about this opportunity? I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to call me at (847) 683-4388. If I am not in, please leave a message on my answering machine and I will return your call within a day.

AND-Show appreciation to the reader for his or her time and consideration.

Thank you for your consideration, I look forward to talking with you.

Sincerely yours,

Lisa Watson

Sample 8

Application Letter with Salary Requirement/Option Two (Full Block Format)

Structure your application letters with three of four paragraphs:

1635 Cambourne Lane
Schaumburg, IL 60194-3918

Date

Ms. Dianne C. Strand
Manager of Human Resources
Atlantic Coast Industries, Inc.
2900 Virginia Beach Boulevard
Virginia Beach, VA 23464

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Suggest an action plan. Request an interview, and indicate that you will call during a specific time period to discuss interview possibilities.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position

and in working for Atlantic Coast Industries. Your firm has an excellent reputation and comes highly recommended to me.

Salary Requirement/Option Two

Regarding your request for salary history, I feel that in my previous position I have been adequately compensated. Currently, I am looking for a salary in the thirties.

Would you please consider my request for a personal interview to discuss further my qualifications and to learn more about this opportunity? I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to call me at (847) 683-4388. If I am not in, please leave a message on my answering machine and I will return your call within a day.

AND-Show appreciation to the reader for his or her time and consideration.

Thank you for your consideration, I look forward to talking to you.

Sincerely yours,

Lisa Watson