

THREE IMPORTANT LETTERS IN THE EMPLOYMENT PROCESS

Cover Letter (letter of application)

A cover letter is a one-page letter that introduces you to the employer and allows you to say why you can do a good job for the company. Your cover letter should reflect your understanding of the company and how you may be able to meet its needs. It should emphasize facts that make you are especially well qualified for the job.

Your cover letter should be divided into three parts:

- ◆ The first paragraph is the opening: It tells why you are writing and for what position you are applying. It also identifies the source of how you learned of the opening. It NEVER begins with the word "I".
- ◆ The second part is the body of the letter. This will be one to two paragraphs in length. You should tell how your experience/education/training matches the available job. Explain why this job especially interests you.
- ◆ The last section is the closing. It requests an interview, mentions your enclosed resume and/or application and includes your phone number.

Follow-up Letter

The follow-up letter is a short letter sent to all of those that interviewed you within 24-hours after your interview. This letter should include the following parts:

- ◆ Thank the interviewer(s) for meeting with you.
- ◆ Express your enthusiasm for the position.
- ◆ Emphasize how much you would like to work for the company and what you have to offer in terms of skills and knowledge.

Letter of Resignation

Keep your resignation letter short, simple, and positive. A resignation letter should include the following pieces:

- ◆ State your intention of quitting your job and leaving the company
- ◆ Give a specific last day of work (minimum of 2-weeks notice)
- ◆ Give a reason why you are leaving: relocating, better job, career change, graduate school, etc.
- ◆ Thank both your supervisor and the company for the opportunities you had working for them.
- ◆ Be sure to end the letter on a positive note.

THESE THREE EMPLOYABILITY LETTERS DO THE FOLLOWING:

- ◆ Gives an employer an example of your personality
- ◆ Shows that you pay attention to details
- ◆ Conveys professionalism
- ◆ Demonstrates your written communication skills.
- ◆ Gives you an opportunity to highlight your skills and experience

All business letters create an impression:

- ◆ Spell all names and titles correctly.
- ◆ Check your overall spelling and grammar and have someone else check it for you.
- ◆ Use standard business format when typing it. Don't hand-write these letters.