

WRITE EFFECTIVE LETTERS

There are a variety of formats, content choices, and purposes for writing professional letters. It is important to consider your intentions and the appropriate type of letter that corresponds to your current professional situation and needs.

TYPES OF LETTERS

Inquiry Letter/Email

First, prepare a list of organizations that complement your interests, qualifications, and the position(s) you are seeking. Then, write a letter of inquiry to employers requesting employment information. In your letter:

- Write to a specific person within the organization.
- If the contact person's name is not available, address your letter "Dear Hiring Manager" or "Dear Search Committee Chair."
- State your exact interest in the organization and explain why they should be interested in you.
- Emphasize your positive assets and skills. Be specific about the type of position you are seeking and tie this to your knowledge of the organization and its products, services, or core mission. Use the job description and company website as a guide.
- Express your interest and availability to meet for an interview and refer to the contact information located in your header or address block.

Interview Appreciation Letter/Email

Follow up the interview with a thank you note or email (see **page 4**) expressing appreciation for the interviewer's time. In your letter:

- Express appreciation for the interviewer's consideration.
- State the date of the interview and the position title for which you interview.
- Reiterate your interest by mentioning new points or assets you may have forgotten to address.
- Express your availability to talk further or answer additional questions regarding your fit for the position

Letter/Email of Acknowledgment

Once you have received an offer from an organization, it is important to respond as soon as possible. While this is usually done during a phone call, it is appropriate to follow up with an email acknowledging the offer.

- Acknowledge the receipt of the offer.
- Express your appreciation for the offer.
- Tell the employer when you will make a decision.
- Respond to the offer within the agreed upon time.



Letter/Email of Declination

As a matter of courtesy, a letter declining the offer is due to those organizations you are rejecting. Despite the negative nature, it is vital that these employers know your decision. Such a letter often follows a telephone call, making your decision a matter of record and avoiding any confusion arising from verbal communication. In your letter:

- Express appreciation for the offer.
- State the exact position for which you were being considered.
- Mention the name of your potential supervisor.
- Decline graciously.
- Briefly explain the reason for your choice, sticking to the facts.
- Do not profusely apologize. Simply re-express your appreciation.

Letter/Email of Acceptance

Once you have decided to accept the offer, the employer should be notified immediately. In your letter:

- Acknowledge your receipt of the offer by letter, face-to-face meeting, or telephone on the date it occurred.
- Be as specific as possible, mentioning starting salary and supervisor's name.
- Be sure to list and detail items (benefits, moving expenses, etc.) agreed to in the offer.
- State when you will be able to report to work.
- Express appreciation to your contact person and anyone else who has been particularly helpful.
- Ask if any other information is required.

Cover Letter

Cover letters are one-page documents written as part of the job/internship search that can either announce your availability for candidacy or accompany an application to help explain to an employer why you are a strong candidate for a particular position.

COVER LETTER TEMPLATE

Name
Your Present Address
City, State, Zip Code

Today's Date

Person's Name
Title
Organization
Street Address
City, State, Zip Code

Dear Name/Title:

1st Paragraph: Introduction. Greet the reader and inform him or her of the position title and area/department to which you are applying. Reference how you found the position or who referred you to apply. Summarize your intention and reason for your interest in the job and/or company. Transition into the next paragraph.

2nd and/or 3rd Paragraph: Qualifications and Fit. Help the employer see how your qualifications and experiences meet the needs of the position. Mention specific qualifications that you believe will be of greatest interest to the organization, slanting your remarks toward addressing specified requirements needed for success listed in the position description. Do not simply restate your résumé. Rather, summarize your most relevant skills and experiences as they relate to the employer's needs. Help the employer see how you are a strong fit for the organization's culture by highlighting what interests you about the mission, vision, values, and/or projects and services. Emphasize how you would like to contribute your qualifications to benefit the organization.

Final Paragraph: Conclusion. Close by making a request for an opportunity to talk with the employer and include your contact information. If you intend to follow up with an email or phone call, you may say so here. If your request is not concerning an interview, but more information about the organization and current job openings, you can request the information be sent electronically. Prior to requesting this information, make sure it is not readily available on the organization's website. Include your contact information and any preferences for how you prefer to be contacted. Thank employers for their consideration of your application materials.

Complimentary Close (such as "Sincerely" or "Best Regards"),

Your Handwritten Signature

Your typed name

COVER LETTER EXAMPLE

Joanne Taylor
105 Seminole Lane, #100
Tallahassee, FL 32304

August 23, 2018

Mary Ross
Human Resources Manager
Guess, Inc.
1444 South Alameda Street
Los Angeles, CA 90021

Dear Ms. Ross:

The Spring 2019 Merchandising or Retail Buying internship in California or New York with Guess, Inc., which was advertised on the Guess website, is of great interest to me. What draws me most to your organization is the success of Guess, Inc.'s ability to merge European and American style into a unique branding concept. I know working for an organization that transforms opposing global perspectives into iconic fashion will allow me to build my skills portfolio while working toward my long-term career goal of managing the buying division of an international fashion label. It would be an honor to work alongside individuals with goals and passions that mirror my own. I feel my experience in retail sales and customer relations, combined with my courses in retail merchandising and product management at Florida State University, make me a strong candidate for an internship position with Guess, Inc.

In reading the position description, I understand that this internship requires past experience and knowledge in retail. My work experiences include positions in three separate Express stores, where I received several awards for outstanding sales performance. My work at Express also helped me develop a greater understanding of customer relations. In addition, the Retail Merchandising and Product Management program at Florida State University taught me valuable skills in business administration and management. I am interested in contributing the knowledge and skills I gained through these experiences to serve customers as a member of the Guess, Inc. team.

The opportunity to discuss how my experiences would benefit Guess is welcomed and much appreciated. I will follow up via email in the next week. Should you need to contact me, I can be reached via phone at (850) 474-7214 or email at abc12d@fsu.edu. Thank you for your time and consideration.

Sincerely,

Joanne Taylor

Joanne Taylor

SAMPLE THANK YOU LETTER

January 22, 2019

Name

Title

Organization

Address

Dear Mr./Ms. Last Name,

Thank you for taking the time out of your busy schedule to talk with me about the _____ position with _____ company. I appreciate your time and consideration in interviewing me for this position. Our conversation confirmed my interest in becoming a part of your team. The information that you shared about the _____ was especially interesting to me, and I am excited about the possibility of applying my education and _____ skills to get the job done. _____ seems like an innovative and dynamic organization.

After speaking with you (and the group), I believe that I would be a match for this position, offering the quick learning and adaptability that is needed to be successful at _____.

I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me if further information is needed. I can be reached at (850) 555-1234 or sseminole@fsu.edu.

Thank you for your time and consideration.

Sincerely,

Steven Seminole

Steven Seminole



FLORIDA STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS

THE CAREER CENTER

850-644-6431 • career.fsu.edu • [@fsucareercenter](https://twitter.com/fsucareercenter) • [#NolesWithGoals](https://hashtage.com/#NolesWithGoals)