

James Sharpe

18 Central Park Street, Anytown, NY 14788 (xxx) xxx-xxxx

(Date)

Emily Brown
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Ms. Brown:

It was a pleasure to speak with you on the phone yesterday and, even more so, to be remembered after all these years!

As mentioned during our conversation, I have just recently re-entered the job market and have ten years of experience with a 3,000-employee retail organization in the area of employee benefit administration. My experience included pension plans, dental, life and disability insurance. I have been responsible for all facets of management of the company plan, including accounting, maintenance, and liaison with both staff and coverage providers.

My goal is to become a Benefits Manager in a larger organization with the possibility of advancement in other Human Resource areas. My preference is to remain in the Metropolitan New York area.

As you requested, enclosed is my resume. If any situations come to mind where you think my skills and background would fit or if you have any suggestions as to others with whom it might be beneficial for me to speak, I would appreciate hearing from you.

Again, I very much enjoyed our conversation.

Yours truly,

James Sharpe
enclosure

4960 Colony Manor Drive
Rochester, NY 14623
[Date]

Mr. Ralph Goldman
Sales Manager
United Fruit Company
Industrial Park
Rochester, NY 14620

Dear Mr. Goldman:

After reviewing major corporations in the Rochester area, I have learned that your company has a long history of success in selling to a wide variety of wholesale and retail clients. As a sophomore at RIT, I would like to learn more about the operation and management of large organizations. I am writing to ask for an appointment to talk with you about your role as Sales Manager at United Fruit.

Although I will be seeking co-op employment within a few months, I do not intend to ask you for a job. Rather, I want to gather information from you about the process by which you direct the organization. I believe that you can give me valuable insight about preparation for a career in management and perhaps a few principles, which you have learned from your experience with United Fruit. I am asking professionals in several major corporations to help me understand their businesses before I make direct application for employment.

I need only 15-20 minutes of your time to accomplish my objectives because I have prepared the questions I wish to ask you. I will contact you later this week to arrange for an appointment. If you would like to reach me, my phone number is (xxx) xxx-xxxx; my e-mail is ritemail@rit.edu. Thank you for your consideration.

Sincerely,

Jay Brown