

SAMPLE COVER LETTER AND SAMPLE EMAILS TO HR STAFF

Scott Hampstead
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Phone: 410-375-4434

Email: scottmHampstead@hotmail.com

Date

Name of Agency
Department
Street Address
City, State, Zip
Contact Name

Re: Job Title, Announcement

Dear Mr./Ms. _____:

I am writing to express my interest in the intern program with the Army Corps of Engineers. I learned of this opportunity through Kathryn Troutman, who has done Resumix training workshops at the Army Corps of Engineers, and Shelia Dent at the Civilian Personnel Advisory Center in Washington, DC. Ms. Dent told me that you would be the person to contact for more information on internship opportunities.

I recently graduated from the University of Maryland at College Park with a B.S. in Mechanical Engineering. My GPA is 3.65/4.0 overall and 3.75/4.0 in engineering classes. I am particularly interested in the Outstanding Scholars and Internship Programs through USACE.

I would like to utilize some of the following skills with the Army Corps of Engineers:

1. Knowledge of part/assembly creation, modeling and manufacturing in Pro-Engineer CAD software.
2. Product design skills including test design, research and analysis, and prototype construction.
3. General understanding of engineering principles from my University of Maryland education.
4. Writing, research and analysis for projects.
5. Experience as a team leader and team member for many design and engineering projects.

I have attached my Federal resume for your review. If you need any other information, or could steer me to any specific vacancy announcements please contact me.

I appreciate your time and consideration with my application.

Thank you very much.

Sincerely,

Scott Hampstead

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EMAILS FROM HR REGARDING SCOTT'S APPLICATION:

Note from Scott:

“This email was received in response to my request for information on the status of my application. From the day I first applied until I went to work, it was only 3 months, but it felt like 3 years! I was glad to get any kind of email.”

Hi,

Your resume/application has been received for Job Announcement # GEC030032. Due to the high volume of applications received for this announcement, you may not be notified for at least 30 days. Once all resumes have been reviewed to determine qualifications, you will be notified via telephone, e-mail or regular mail. Thank you for your interest in this position and BEST OF LUCK.

Taunya L. Stewart
Staffing Assistant

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Note from Scott:

“This is an email I wrote to the supervisor at the Baltimore District. I was telling him that I had to decide which job to take – Aberdeen, or wait for Baltimore. This was a pretty direct communication, but I had to make a decision.”

From: Scott Hampstead [<mailto:scottmHampstead@hotmail.com>]

Sent: Friday, September 19, 2003 11:43 AM

To: Winemiller, Randy

Subject: Hiring Process (GEC030032)

Dear Mr. Winemiller,

I talked to you about a month ago about vacancy number GEC030032 for Mechanical Engineer in the Baltimore USACE. I was recently offered a Mechanical Engineering position for the Army at Aberdeen Proving Grounds, but I want to see what the status of your vacancy is before I accept my offer. The position at your office was very interesting and it would also keep me located in Baltimore, my current home.

Please call me or reply to this email to let me know if you are still hiring for this position and, if so, let me know if I am under consideration.

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> Thank you.

>

> Sincerely,

>

> Scott Hampstead

> 443-000-0000

> 410-000-0000

Note from Scott:

“I feel like my clear communication with all of the Internship hiring parties really helped me get recognized and eventually land the job. I was very determined to work for the Corps of Engineers. I wasn't going to stop applying.”