

Sample Cover Letter—Letter of Application

8 Central Park Street
Sometown, NY 14788
(585) 555-1111

November 5, 20xx

Emily Smith
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Ms. Smith:

Please accept this letter as application for the Cost Accounting Supervisor position currently available with your company, as advertised in the Democrat & Chronicle (Sunday, November 4th). My resume follows for your review and consideration.

I offer a solid financial background and database management systems education, as well as extensive practical experience in financial applications of automated systems. My experience also includes monthly cost analysis/reporting and interface with accounting and administrative management. I am confident that with my abilities/strengths I can make an immediate and valued contribution to ABC Corporation..

I look forward to hearing from you in the near future to schedule an interview at your convenience. I hope to learn more about your company's plans and goals and how I might contribute to its continued success.

Best regards,

James Sharpe

James Sharpe
JSharpe@hotmail.com

JS
enclosure

Sample Letter of Inquiry

123 Ascot Lane
Blacksburg, NY 14606
(540) 555-2556
abcd@rit.edu
December 22, 20xx

Mr. Robert Burns
Vice President, Template Division
MEGATEK Corporation
9845 Technical Way
Bigtown, NY 14596

Dear Mr. Burns:

Recently I learned of your company through RIT's Office of Co-op & Career Services and I visited your web site to learn more about your business and projects. In May 20xx I will graduate with a Master of Science degree in Mechanical Engineering and would be particularly interested in a software engineering position with MEGATEK.

As a graduate student, I am one of six members on a software development team where we are writing a computer aided aircraft design program for NASA. My responsibilities include designing, coding, and testing of a graphical portion of the program which requires the use of GLARO for graphics input and output. I have a strong background in computer aided design, software development, and engineering, and believe that these skills would benefit the designing and manufacturing aspects of Template software. Enclosed is my resume which further outlines my qualifications.

I am very interested in working for MEGATEK, and would appreciate an opportunity to discuss possible position(s) with you. I will call you in a week to answer any questions you may have and to see if you would like to schedule an interview. Thank you for your consideration.

Sincerely,

William Stevens

William Stevens

Enclosure

Sample Thank-You Letter (Follow-Up to an Interview)

Box 163
Brick City Road
Rochester, NY 14623
May 3, 20xx

Ms. Susan Smith
Personnel Director
Fashion Specialties
100 Main St
Syracuse, NY 13600

Dear Ms. Smith:

I enjoyed meeting you yesterday and appreciate all the time you set aside for me. I remain very interested in a marketing and sales position with Fashion Specialties.

Thank you for the tour of your flagship Syracuse store. I appreciated the chance to meet with your enthusiastic management team. They provided valuable information regarding the operation of Fashion Specialties, increasing my desire to work for your corporation. You need someone who can take the initiative to generate new accounts and become an immediate contributor to your Sales and Marketing Division. I believe my experience with XYZ Corporation has provided me with the customer service background necessary to achieve these goals.

If I can supply any further information, please feel free to contact me at (315) 555-1218 or kgc111@gmail.com.

Sincerely,

Kevin G. Casper

Kevin G. Casper

Sample Letter to Accept Offer

25 Andrews Memorial Drive
Rochester, NY 14623
May 3, 20xx

Mr. George W. Taylor
Director of Personnel
New York Health Association
3216 Main St
Rochester, NY 14900

Dear Mr. Taylor:

I am very pleased to accept your offer to become a Lab Technician II at New York Health Association. Thank you for your letter of April 23, 20xx, extending this offer.

It is my understanding that the position will begin on June 1, 20xx, with a starting annual salary of \$37,500. I also understand that I have been scheduled to attend an orientation session on May 29, 20xx, at 3:00 p.m. I will be able to attend this session.

I am very excited about the opportunities for growth from working at New York Health Association and look forward to meeting with you again on May 29, 20xx.

Yours truly,

Nancy A. Cross

Nancy A. Cross