

# COVER LETTERS





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## FOR MORE INFORMATION

For more information on cover letters, please refer to:

**[MiamiOH.edu/careers/letters-resumes-interviews/resumes-and-cover-letters/](https://miamiOH.edu/careers/letters-resumes-interviews/resumes-and-cover-letters/)**

## **INTRODUCTION**

Throughout the course of your job search, you will be in constant contact with prospective employers. You will be evaluated on your ability to present yourself as an effective communicator who is capable of contributing your skills to a hiring organization.

Presenting yourself effectively “on paper” is an important and ongoing process during the job search. While this is accomplished in part with a well-written resume, a variety of correspondence is also necessary in virtually all job search campaigns. Whether you are asking for an interview or accepting a job offer, appropriate and effective correspondence will significantly enhance your likelihood of success.

Cover letters are similar in purpose to resumes: they are designed to generate interviews and, ultimately, job offers. Your letters must command the favorable attention and positive response of prospective employers. Another purpose or goal is to get the interviewer, or hiring manager, to review your resume. With this in mind, it is important from the outset to understand the importance of preparing “original” correspondence for each prospective employer. Mass-produced letters or e-mails are simply unacceptable. While individually prepared correspondence is more time-consuming, it is well worth the effort. Personalize your correspondence as much as possible, and avoid sending form letters. In some cases, a telephone call or personal visit may be made in addition to correspondence. While these methods may be effective, they do not, and should not, take the place of writing individual letters. The time and effort you take to personalize your correspondence will pay substantial dividends.

## **KEYWORD SEARCH IN CORRESPONDENCE**

Many human resource departments use keyword search software to help them identify the most qualified applicant. Students should identify keywords from the job description that match their skills and incorporate them into their correspondence when possible. This will enable the software to identify your skills in relation to the position and enhance your chances of being offered an interview.

## **STRUCTURE OF CORRESPONDENCE**

Your letter writing should follow the principles of proper English usage and effective business correspondence. Generally, it is best to use simple and straightforward language in communicating your message. Be direct and concise.

Job search correspondence typically includes the following components:

- » Writer's return address
- » Date
- » Employer's name and address (inside address)
- » Salutation
- » Body (usually 3-4 paragraphs)
- » Complimentary closing
- » Writer's name and signature
- » Enclosure notation (when appropriate)

Consult the samples of job search correspondence at the conclusion of this Guide for additional assistance when preparing your letters.

Similar to preparing your resume, there are several formatting guidelines to consider when preparing job search correspondence:

- » Proof a printed copy of your correspondence.
- » Be aware of the compatibility, or incompatibility, between PCs and Macs. Consider converting your cover letter to a PDF to avoid formatting issues.
- » Use standard 8 1/2 x 11-inch paper.
- » Use good quality stationery, preferably the same as your resume.
- » Always type correspondence; handwritten letters are unacceptable except for thank you notes. Neatness and professional presentation count a lot!
- » Be sure to proofread and correct all spelling and grammatical mistakes. Letters must be error-free. Do not rely on software spell checks.
- » Make it easy to read: Use a plain font in 10- to 12-point type.
- » Focus on information that is relevant to the employer and the job.
- » Quantify your results, if possible: how much and how many.
- » Include keywords taken directly from the job description.
- » Always type the return address and mailing address on a legal-sized or flat envelope.

Courtesy of the National Association of Colleges and Employers.

## **TYPES OF CORRESPONDENCE**

The following are examples of types of letters you will write during the course of your job search. Specifically, we will discuss the cover letter, prospecting letter, interview confirmation letter, post-interview thank you, job offer clarification, letter of acceptance, and letter of declination. Additional information on these and other types of job search correspondence may be found on Career Services website ([MiamiOH.edu/careers/letters-resumes-interviews/resumes-and-cover-letters/index.html](http://MiamiOH.edu/careers/letters-resumes-interviews/resumes-and-cover-letters/index.html)). Make an appointment with a Career Services staff member if you want someone to review any of your correspondence.

### **The Cover Letter**

Also known as a letter of application, the cover letter does precisely what it is intended to do—provide cover for an

enclosure (your resume). A well-written cover letter may mean the difference between getting the job you want or not.

Cover letters must have impact. They must be an effective advertisement to introduce the qualities you are promoting in your resume. They should capture the reader's attention, stress your potential value and benefit, and invite an in-depth reading of your resume.

Cover letters should specifically convey how you meet the minimum, and preferred, qualifications, and address what you can do for the employer. How can you make an immediate impact in the position and for the organization?

In general, the basic cover letter has three sections (i.e., paragraphs), each with a specific purpose:

- » **Paragraph 1** should identify your interest in applying for a specific type of job and, if appropriate, how you heard about the job.
- » **Paragraph 2** generates reader interest in you by referring to an enclosed resume and including additional information on your qualifications as they apply to the desired position. This paragraph specifically relates to your skill set and how they match up to the position description. Students may consider adding separate paragraphs to focus on specific skills.
- » **Paragraph 3** makes a request to the employer for an interview (which you will normally need to schedule with a follow-up telephone call). This paragraph should be short, positive, and ask for action without being overly aggressive or "pushy" in tone. Include your phone and email contact information.

If the application process requires a cover letter, or makes it optional, always submit one. They should always be used when sending or e-mailing resumes or applying online through the employer's application process. For further explanation and examples, refer to pages 8-11.

### **Prospecting Letter**

The purposes of this letter are to inquire about possible vacancies, to get your resume read, and to generate interviews. If possible, target specific individuals in specific organizations. As with all job search correspondence, it is best to avoid generic "Dear Sir/Madam" or "To whom it may concern" letters. Structure this letter as you would the basic cover (application) letter, and focus on how your qualifications match the organization's needs.

### **Interview Confirmation**

Once an interview appointment has been made between you and a prospective employer, it is best to follow up that conversation with a confirmation letter or e-mail indicating the following:

- » Restatement of the date and time of the interview appointment.

- » Other pertinent details discussed on the phone, such as completing appropriate employment forms prior to the interview, travel arrangements, itinerary, and who you will meet.
- » Your appreciation of the employer's further consideration of your qualifications.

Interview confirmation letters and e-mails provide evidence to employers of the attention you give to detail and your ability to follow through in a work setting. Even though you have cleared this first hurdle in your job search, you need to continue to convey to the employer your professionalism and interest in the position throughout the interview process.

### **Post-Interview Thank You**

Thank you letters or e-mails should be sent promptly after each of your interviews, preferably within 24 hours. A well-written thank you letter will:

- » Remind the employer who you are.
- » Impress him or her with your courtesy and follow-through.
- » Remind the employer of your background and qualifications.
- » Show your enthusiasm and continued interest in the field or specific position discussed.
- » Convey to the employer your sincere appreciation for his or her time and consideration.

Thank you letters or emails do not need to be lengthy or elaborate, but should be sent as a business courtesy. There are many different opinions about whether the thank you should be sent via e-mail, handwritten note, or typed and sent as a business letter.

Some employers appreciate a handwritten note over typed thank yous. Other employers have no preference, other than the expectation that they receive some form of a follow-up thank you. Whatever format you choose, send it within 24-48 hours after the interview, if possible. An email sent right after the interview, followed by a handwritten note or typed letter is another alternative, especially if the employer intends to make a decision within the next week or so about who to hire or invite back to another interview.

When sending an e-mail, make sure to use a format similar to what you would use if sending a written or typed correspondence. In other words, do not put all of the text in one paragraph. Refer to the 'Post-Interview Thank You' on pages 13, 15, and 17 for examples.

### **Job Offer Clarification**

This letter is sent in response to an oral or written job offer which does not provide all of the pertinent information you need to make an informed decision. A letter to an employer requesting

specific information is most appropriate. Your letter should:

- » Indicate your interest in the employer and the offer.
- » Ask specifically for the information you need.
- » Express appreciation for the cooperation you receive.

Of course, this information may be requested over the telephone, but be certain to confirm all details in writing with the employer to avoid any future misunderstandings.

### **Letter of Acceptance**

While this may be the most enthusiastic letter you will write to an employer, your letter of acceptance must also clarify some important information:

- » Refer to the offer made by the employer.
- » Restate terms of employment.
- » Confirm pre-employment details, including starting date, salary and benefits.

Close the letter by expressing your appreciation and pleasure at joining the organization.

### **Letter of Declination**

As a courtesy, a formal letter of declination or an e-mail should be sent to each employer who extended you an offer after you have made a decision to accept an offer from another organization. Always be tactful and appreciative in declining an offer—in other words, don't burn any bridges behind you, since you may want to work for these employers in the future. In any case, be certain to inform them of your acceptance of another employer's offer.

## **RECORD KEEPING**

It will be to your advantage to keep an organized file of your correspondence to and from each employer. Make and file a copy of each letter you send and receive. As with other aspects of your job search, a centralized record of all action you have taken will lessen the "guesswork" in following up on job prospects, interviews, and offers.

## **IN CONCLUSION**

When preparing job search correspondence, always strive to stand out favorably from the crowd. The impression created by your correspondence will be a lasting one. The sample letters that follow are designed to assist you in your correspondence preparation by providing general examples, but should not be used verbatim. You are encouraged to make an appointment with a Career Advisor at Career Services to review any or all of your correspondence, or to receive additional tips on how to express your thoughts more effectively in writing.

Do not undervalue the importance of correspondence in your job search: its quality is crucial to your success. Through appropriate and effective correspondence, you are bound to establish a competitive advantage for yourself.

## **EXAMPLES INCORPORATING KEYWORDS FROM JOB DESCRIPTION**

As stated previously, cover letters should convey that you have an understanding of what the position requires (usually described in the job description), how you meet the “required qualifications,” and possibly the “preferred qualifications.” Address what you can do for the employer and what you bring to the organization.

Below is a job description for a Service Coordinator position at the Seniors Living Center. The cover letter written by Whitney Fitzsimmons on page 9 incorporates the key points highlighted in the job description. Notice how she provides specific examples of her work with seniors and people with disabilities. She also refers to her upcoming graduation from Miami with a focus on Aging in Diverse Contexts, as well as her advocacy experience.

### **EXAMPLE 1**

#### **Service Coordinator**

Exciting, **full time** opportunity exists with an industry leader to provide services to **seniors** and **people with disabilities**. Responsibilities include **linking and monitoring supportive services, advocacy, information and referral**.

#### **Qualifications**

- » Bachelor’s Degree in Gerontology, **Aging Services**, Social Work, or Related Degree
- » Experience working with seniors, chronically ill and **disability services**
- » Working knowledge of **social service delivery systems**

#### **Application Requirements**

- » Completed Application
- » Resume
- » Cover Letter

241 Hoyt Hall  
Oxford, OH 45056  
wfitz2@muohio.edu

June 10, 20XX

Jane Smith  
Seniors Living Center  
123 Main St.  
Middletown, OH 45067

Dear Ms. Smith:

I am writing to apply for the position of Service Coordinator at Seniors Living Center. I have spent the last four years at Miami University studying the field of Gerontology and will be graduating with honors this May. My studies have focused on Aging in Diverse Contexts, and I have taken a variety of classes that explore aging from international perspectives and analyze the role of environment, culture and gender throughout an individual's life span.

The Service Coordinator position matches my experience, studies and enthusiasm for gerontological studies. Miami University is home to the Scripps Gerontology Center and as described in the enclosed resume, I have been fortunate enough to spend the past two years assisting Dr. Robert Jones in his research on Ohio Family's Satisfaction with Long-Term Care Facilities in the State. Researching long-term care opportunities in surrounding states, assisting in the development of the study's survey and analyzing the results have given me a good understanding of opportunities and resources available to seniors in the area. This knowledge will allow me to refer individuals and their families to the appropriate resources to best serve their needs.

This past year, I completed an internship at Beechwood Acres working with chronically ill patients and individuals with disabilities. This experience exposed me to insurance and Medicare regulations for long-term care facilities. Wanting to advocate for my facility's residents, I organized a trip of 10 colleagues to Washington D.C. to lobby our representatives for improved care and legal protection for individuals with disabilities.

My internship coupled with my research experience and academic studies make me a perfect fit for the Service Coordinator. I am particularly passionate about seniors and would welcome the opportunity to assist them in locating resources and advocating on their behalf. I will contact you during the week of June 20th to discuss an interview time. Please contact me at wfitz2@MiamiOH.edu or 513-529-3831 if you have any questions. Thank you for your time and consideration.

Sincerely,

*Whitney Fitzsimmons*

Whitney Fitzsimmons

Enclosure

**Cover Letter**

## EXAMPLE 2

### **Cirque du Soleil Internship Program Overview**

Since 2006, Cirque du Soleil's Resident Shows Division in Las Vegas has been offering **structured internship opportunities to theater/arts majors** each Summer and Fall and occasionally, Spring is offered.

#### Definition

An internship with Cirque du Soleil provides students who are studying **Technical Theater, Stage Management and various disciplines of business (PR, Marketing, Graphics, etc.)** the **opportunity to learn through hands-on work experience within their field of interest**. Each intern selected to enter the internship program will be **placed within his/her primary field of interest (Automation, Wardrobe/Wigs, Rigging, Lighting, Audio, Carpentry, Projections, Props, Effects, Stage Management or the Las Vegas division offices)**. During the course of the internship, **students will be able to interact with various levels of management and gain more experience in a large scale theater environment thereby helping to further develop their individual technical skills**. Cirque interns are **required to work forty (40) hours per week**. Actual work schedules are determined by management and interns receive compensation equal to minimum wage.

#### Qualifications

- » The **ability to participate the entire length of the internship program** (currently 12 consecutive weeks during either the Summer, Fall and occasionally Spring);
- » Hold enough credits within your college or university to be **classified as either a Junior or Senior**;
- » Have a **3.0 GPA (cumulative or within your degree program)**;
- » **Relevant work experience**;
- » **An understanding of how this internship will help you meet your future goals**.

#### Application Requirements

- » Resume
- » Cover letter addressing what distinguishes you from other applicants
- » Letters of recommendation (2) from faculty members at your school

222 Fox Run Drive  
Oxford, OH 45056

February 17, 20XX

Lyn Leonard  
Director of College Recruiting  
Cirque du Soleil  
333 Sands Drive  
Las Vegas, NV 44444

Dear Ms. Leonard:

I am applying for the Stage Management Intern position at Cirque du Soleil posted on your Facebook site. I am a junior at Miami University studying theatre with a focus on stage and theatrical management. With a 3.91 GPA in my degree program, I have had the opportunity to learn applicable skills in stage management and theatrical production. I am seeking an eight to twelve week internship for the upcoming summer.

As a stage manager at Miami University, I have experience managing the rehearsal and production process. I have worked with diverse groups of people in various theatrical departments to complete main stage, dance and small stage productions. With each stage management experience, I continue to build on my organizational, collaboration, and technical abilities. For the Wilks Leadership Institute, I have also designed and implemented interactive campus-wide workshops with the goal of growing a culture of leadership on campus.

My previous Arts Management summer internship experience with Lakeside Chautauqua provided me with an understanding of a complex organization and the need for a clear, common vision and communication. This internship required that I collaborate with various administrative and technical departments to meet creative and operational challenges. I received excellent feedback from my supervisors and members of the technical department.

I value an environment that provides both teaching and practical hands-on experiences within the craft of stage management. I get excited about exploring the technical possibilities and using creativity to bring artistic visions to life. I am passionate about being a part of a visionary company that values collaboration and social responsibility. The Stage Management Internship with Cirque du Soleil is an ideal match for my desire to obtain an internship that provides a firm foundation on all aspects of the production process.

Enclosed is a copy of my resume, essay, and 2 letters of recommendation. Please let me know if you need any additional information. I will contact you during the week of February 25th to make sure you received my application materials and to discuss the next steps in your selection process.

Sincerely,

Liz Weigand  
weigandl@MiamiOH.edu  
513.222.3434

Enclosures

**Cover Letter**

Ms. Sara Anderson  
Senior Project Manager  
Extraneous Advertising  
4239 Baltimore Avenue  
Philadelphia, PA 19104

Dear Ms. Anderson:

I am writing to express my interest in completing an internship this summer with Extraneous Advertising in the area of project management. I became familiar with your organization after reading about your nomination for an Effie Advertising Award in the Philadelphia Business Journal. I possess the creativity, leadership experience, and work ethic to help Extraneous continue to excel in serving your health systems customers.

The attached resume highlights my leadership and educational experiences during my time at Miami University. My marketing major has provided me with a solid foundation in the principles of brand management and web-based marketing. Specifically, I was able to compete in a case competition in my Branding and Integrated Marketing Communication class. In a team environment, I conducted consumer focus groups, researched social networking trends, and created and developed an online presence for a local business. Through this project, I put into practice many computer skills, especially Adobe Photoshop, Illustrator, and InDesign. After writing and presenting our proposal, the business selected to implement our strategy out of eight other presentations.

My leadership and creativity have also been enhanced by my involvement with the Campus Activities Council (CAC). As the chair of the recruitment committee, I developed a marketing plan and advertised our organization to students in order to increase the number of active members. I led two other members in developing a marketing plan that was implemented at eight Miami Athletic events. The result was an increase in active membership by 12% over a two month period. Through my involvement in CAC and other organizations, I have demonstrated the ingenuity, knowledge and determination to help Extraneous continue to succeed.

I am very interested in serving and learning at Extraneous Advertising this summer. I would appreciate the chance to discuss internship opportunities with you and will call the week of March 10 to see if we can arrange a meeting that is convenient for you. In the meantime, please contact me at johara@muohio.edu if you have any further questions.

Thank you for your time and consideration.

Sincerely,

James O'Hara  
100 North Patterson Avenue  
Oxford, OH 45056  
513-529-3831  
johara@muohio.edu

Attachment: Resume

**Cover Letter**

849 Baldwin Avenue  
Virginia Beach, VA 23467  
watsoncs@muohio.edu  
January 5, 20XX

Mr. Timothy T. Mellon  
Director of College Recruiting  
XYZ Corporation  
4500 Randolph Drive  
Chicago, IL 60601

Dear Mr. Mellon:

I have been reading about XYZ Corporation on the website of Miami University's Career Services and would like to inquire about employment opportunities in your management training program. My goal is to work in retail management and would like to relocate to the Chicago area.

I will receive my B.S. degree this May. My interest in business started in Junior Achievement, while in high school, and developed further through a variety of sales and retail positions during college. My internship with Macy's further developed my passion to pursue a career in retailing. When I researched the top retailers in Chicago, XYZ emerged as having a strong market position, an excellent training program, and a reputation for quality customer service. In short, you provide the kind of professional retail environment I seek.

My resume is enclosed for your consideration. My education and experience match the qualifications required of your management trainees, but they do not tell the whole story. Based on customer and supervisor feedback I have the interpersonal skills and motivation needed to build a successful career in retail management. Also, my practical experience gives me confidence in my career direction and in my ability to perform.

I am very interested in talking with you further about possible employment opportunities with XYZ Corporation. I will call you in the next two weeks to see if we can arrange a mutually convenient time to meet.

Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

*Craig S. Watson*

Craig S. Watson

Enclosure

**Prospecting Letter**

100 Campus Avenue  
Oxford, OH 45056  
miamim@muohio.edu  
January 30, 20XX

9066 Butternut Street  
Apartment B  
Oxford, OH 45056  
jonesla2@muohio.edu  
April 29, 20XX

Mr. J. B. Price  
Personnel Manager  
Golden Enterprises, Inc.  
P.O. Box 675  
Columbus, OH 43701

Ms. Katherine Ortiz  
Director of Development  
WLMR-Channel 57  
10659 Columbia Parkway  
Cincinnati, OH 45219

Dear Mr. Price:

Dear Ms. Ortiz:

I enjoyed speaking to you on the telephone today. I am delighted to have the opportunity to meet with you and further discuss employment opportunities as a Sales Trainee with Golden Enterprises, Inc.

Thank you for the opportunity to meet with you to discuss the Assistant Director of Development position at WMLR-Channel 57. I enjoyed our interview very much.

As we discussed, I will arrive at your office in Columbus at 2:00 p.m. on Wednesday, February 8. I will also complete the online employment application prior to our meeting.

This opportunity sounds exciting and challenging for someone with my energy level and commitment to public television. The Assistant Director of Development position offers an experience ideally suited for someone with my skills and abilities.

Thank you again for your time and consideration. I look forward to meeting you next week.

I would be happy to provide any additional information you may need regarding my candidacy.

Sincerely yours,

Thank you for your consideration. I look forward to hearing from you soon.

*Mary Miami*

Sincerely yours,

Mary Miami

*Laurie Jones*

Laurie Jones

**Interview Confirmation**

**Post-Interview Thank-You**

100 Campus Avenue  
Oxford, OH 45056  
miamim@muohio.edu  
April 23, 20XX

Mr. J. B. Price  
Personnel Manager  
Golden Enterprises, Inc.  
P.O. Box 675  
Columbus, OH 43701

Dear Mr. Price:

I want to thank you for extending an offer to work with Golden Enterprises, Inc. Before I can make a decision regarding this position as a sales trainee with your company, I need some clarification on the following two points.

First, would you advise me as to where I will be initially assigned. While I am aware that the majority of your sales trainees begin in the Columbus and Cleveland offices of Golden Enterprises, I am unclear about my potential placement.

A second consideration is that of salary. You indicated an annual salary of \$33,500; however, I would appreciate it if you would advise me as to when I can expect to be converted to a straight commission.

Finally, I must add that this position requires exactly the kind of work I want to do. I trust that clarification of these two points will make your offer all the more attractive. I look forward to hearing from you before May 10th.

Sincerely yours,

*Mary Miami*

Mary Miami

**Job Offer Clarification**

2310 N. College Avenue  
Oxford, OH 45056  
miamimt@muohio.edu  
April 15, 20XX

Ms. June J. Jarvis  
Assistant Superintendent, Personnel  
River City Schools  
P. O. Box 1000  
River City, GA 38210

Dear Ms. Jarvis:

I am interested in being considered for any elementary teaching vacancies which may develop in the River City Schools for this coming school year. I will graduate from Miami University in May with a Bachelor of Science degree in Education. I have lived in the Atlanta area for most of my life and am very interested in returning to begin my teaching career. In fact, I have recently applied for teacher certification in the state of Georgia and anticipate receiving it soon. Since I am from the Atlanta area, I am aware of the fine reputation of River City Schools.

As you will note in the enclosed resume, I had an excellent student teaching experience and have taught Sunday School the past three years. The combination of my educational background, teaching skills, and sincere interest in a teaching career in the Atlanta area will enable me to make a positive contribution to the River City Schools.

I would be pleased to complete an application or any other appropriate materials so I can become an active candidate. I will contact your office in about two weeks to ensure that you have received my resume and to check on any necessary application procedures.

Thank you for your consideration.

Very truly yours,

*Mary T. Miami*

Mary T. Miami

Enclosure

**Letter of Inquiry for Teacher Candidates**

1320 S. Poplar Street, Apt. C  
Oxford, OH 45056  
mcguffimm@muohio.edu  
April 15, 20XX

Dr. D. E. Harris  
Superintendent  
Great Local Schools  
P. O. Box 675  
Big Rapids, OH 45371

Dear Dr. Harris:

I am interested in being considered for the high school mathematics teaching position recently posted on the Miami University Career Services' Miami CAREERlink. I will be graduating from Miami in May with a Bachelor of Science degree in Education and will be licensed to teach mathematics in grades 7-12.

As you will note in the enclosed resume, I am currently completing my student teaching with the Fairfield City Schools. In addition, I have had other work experience and been involved in various campus activities that have enabled me to further develop my teaching skills. The combination of these skills, my educational background, and my sincere interest in teaching will allow me to contribute to the ongoing success of Great Local Schools.

I will contact your office in 10-14 days to confirm receipt of the enclosed materials, and would be pleased to provide any additional documentation you may require. In the meantime, I look forward to having the opportunity to further discuss my qualifications with you and hope to hear from you soon. Thank you for your consideration.

Very truly yours,

*Michael M. McGuffey*

Michael M. McGuffey

Enclosure

**Letter in Response to a Posted Vacancy for Teacher Candidates**

1320 S. Poplar Street, Apt. C  
Oxford, OH 45056  
mcguffimm@muohio.edu  
April 15, 20XX

Dr. G. R. Smith  
Personnel Director  
Downtown City Schools  
P. O. Box 100  
Downtown, OH 47831

Dear Dr. Smith:

Thank you for the opportunity to meet with you during your recent visit to Miami University. I enjoyed our interview very much. The teaching opportunities and learning environment at Main Street High School sound exciting and challenging. The position we discussed certainly seems to have many of the features I am seeking as I begin my teaching career. Moreover, I am confident that I can make a positive contribution to the school and community.

I completed the online application, as you suggested. Of course, I would be happy to provide any additional information you may need.

Thank you again for your consideration. I look forward to hearing from you soon.

Sincerely,

*Michael*

Michael M. McGuffey

Enclosure

**Post-Interview Thank-You Letter for Teacher Candidates**

120 Tappan Hall  
 Oxford, OH 45056  
 johnsoew@muohio.edu  
 February 1, 20XX

Ms. Kim Kruskop  
 Internship Coordinator  
 Art Institute of Chicago  
 111 South Michigan Avenue  
 Chicago, IL 60603

Dear Ms. Kruskop:

I am writing to express my interest in a summer internship with the Art Institute of Chicago. I learned of this opportunity while reviewing the internships listed on the website of Miami University's Career Services. I am especially interested in the public affairs internship, as I have the background and qualifications you seek in an intern.

As you will note in the enclosed resume, I have volunteered at the Miami University Art Museum since my first year in college. Through this experience, I have participated in the daily operations of a small campus collection of art. Now in my third year, I have been given the responsibility of training new student volunteers. This valuable experience, combined with my course work in Marketing, Management and Communication, will help me make a contribution to the ongoing success of one of the world's great art museums.

I will be in Chicago March 16-20 and would appreciate the opportunity to discuss my application with you in person. I will call your office next week to arrange a meeting time. Should you need additional information in the interim, please call me at (513) 529-1234, or e-mail me at the above address. Thank you very much for your time and consideration. I look forward to meeting you.

Sincerely yours,

*Elizabeth W. Johnson*

Elizabeth W. Johnson

Enclosure

**Intern Cover Letter**

127 South Maple Street  
 Oxford, OH 45056  
 January 20, 20XX

Mr. R. U. Hiring  
 Personnel Manager  
 XYZ Corporation  
 2002 North Street  
 Cleveland, OH 44103

Dear Mr. Hiring:

I am currently a junior at Miami University seeking a summer position that will enable me to further develop skills in business administration and provide an opportunity to apply the concepts learned in my undergraduate studies. I became acquainted with XYZ Corporation during my sophomore year when I attended an information session presented by Kierra Williams, a Miami University graduate and employee of XYZ Corporation.

As you will note in the enclosed resume, I have had summer work experience in both manufacturing and retailing. These along with my academic and co-curricular experiences have enabled me to further develop my skills in interpersonal communication, problem solving, and time management. Therefore, I know that I would be able to make a meaningful contribution to your organization.

I would appreciate the opportunity to further discuss summer employment opportunities with you in person. I am from Cleveland, and plan to be home during our Spring Break, March 16-20. I will contact your office within the next two weeks to discuss the possibility of meeting with you during that week.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely yours,

*Terry J. Klein*

Terry J. Klein

Enclosure

**Intern Prospecting Letter**

120 Tappan Hall  
Oxford, OH 45056  
johnsoew@muohio.edu  
March 19, 20XX

Ms. Kim Kruskop  
Internship Coordinator  
Art Institute of Chicago  
111 South Michigan Avenue  
Chicago, IL 60603

Dear Ms. Kruskop:

It was a pleasure meeting you and your colleagues on Tuesday! The internship opportunity we discussed is exactly what I am looking for, and I am sure I can assist you with some of your public affairs initiatives. I was especially excited to learn more about some of the community outreach ideas you have in mind.

Enclosed are copies of the writing samples you requested. Of course, I would be happy to provide any additional information you may need.

Thank you again for your time and consideration. I look forward to hearing from you.

Sincerely yours,

*Elizabeth*

Elizabeth W. Johnson

Enclosures

**Intern Thank-You Letter**

**Titles in the Career Development and Workbook Series include:**

Cover Letters & Other Job Search Correspondence

The Graduate School Option

Interviewing Guide

A Job Search Guide for International Students

Job Search Strategies

Mapping Your Miami Journey

Resume Preparation

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