

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

June 10, 20XX

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

Dear Ms. Smith:

I am writing to express my interest in the Service Coordinator position 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.

I believe that 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 has 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 advocate 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**

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 believe that I possess the creativity, leadership experience, and work ethic to help Extraneous continue to excel in serving your health systems customers.

The attached resume provides 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 feel I have 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@MiamiOH.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@MiamiOH.edu

Attachment: Resume

**Cover Letter via Email**

849 Baldwin Avenue  
Virginia Beach, VA 23467  
watsoncs@MiamiOH.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 in the Career Resource Center of Miami University's Career Services and would like to inquire about employment opportunities in your management training program. I want to work in retail management and would like to relocate to the Chicago area.

I shall 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 convinced me 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.

I know from customer and supervisor feedback that 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 meeting time that is convenient to your schedule.

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

**Prospecting Letter**

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

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

Dear Mr. Price:

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

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.

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

Sincerely yours,

*Mary Miami*

Mary Miami

**Interview Confirmation**

100 Campus Avenue  
Oxford, OH 45056  
miamim@MiamiOH.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, I would appreciate it if you could 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 \$35,500; 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**

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

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

Dear Ms. Ortiz:

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.

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.

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

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

Sincerely yours,

*Laurie Jones*

Laurie Jones

**Post-Interview Thank-You**

123 Sorority Row  
Oxford, OH 45056  
May 15, 20XX

Ms. Susan S. Speedy  
Personnel Manager  
Fast-Track, Inc.  
1262 Grover Avenue  
Cleveland, OH 44111

Dear Ms. Speedy:

I want to thank you and Mr. Profit for giving me the opportunity to work with Fast-Track, Inc. I am very pleased to accept the position as a Sales Trainee with your Columbus office. The position requires exactly the kind of work I want to do, and I know I will do a good job for you.

As we discussed, I shall begin work on July 1, 20XX. In the meantime, I will complete all the necessary employment forms, obtain the required physical examination, and locate housing. I plan to be in Cleveland within the next two weeks and would like to deliver the paperwork to you personally. At that time, we can handle any remaining items pertaining to my employment. I will call next week to schedule an appointment with you.

I enjoyed my interviews with you and Mr. Profit and look forward to beginning my career with your sales team.

Very truly yours,

*Linda*

Linda J. Laws

**Job Offer Acceptance**

123 Sorority Row  
Oxford, OH 45056  
April 1, 20XX

Ms. Alice R. Temple  
Employee Relations Manager  
The Whatsit Company  
412 Grandview Boulevard  
Columbus, OH 43701

Dear Ms. Temple:

It was indeed a pleasure meeting with you and your sales staff last week to discuss your needs for a regional Whatsit sales representative. Your decision to offer me a position as a sales trainee earlier this week came as a pleasant surprise. However, at this time I am unable to accept your offer of employment.

As I discussed with you during our meeting, I believe one purpose of the plant visit is to explore areas of mutual interest and to assess the fit between the individual and the position. After careful consideration, I have realized that your emphasis on international sales would conflict with my family responsibilities. Consequently, our mutual interests would not be served by an international position at this time.

Should a domestic sales position within The Whatsit Company become available, I would be pleased to be among those considered for the opening. You have a fine operation, and I would enjoy being a part of it.

Best wishes in your search.

Yours truly,

*Linda J. Laws*

Linda J. Laws

**Job Offer Declination**

2310 N. College Avenue  
Oxford, OH 45056  
miamimt@MiamiOH.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  
mcguffmm@MiamiOH.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  
mcguffmm@MiamiOH.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**

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 and other experiences have enabled me to further develop a variety of 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 like 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 in about two weeks to discuss the possibility of meeting 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@MiamiOH.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, and I believe 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. I believe 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**

120 Tappan Hall  
Oxford, OH 45056  
johnsoew@MiamiOH.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**