

Cover Letter, Thank you cards

Purpose: To formally introduce yourself and your desire for opportunities to a potential employer.

- Explain why you are sending a resume. Don't send a resume without a cover letter.
- Be specific in your request (summer internship, permanent position, inquiry about future employment possibilities)
- Tell specifically how you learned about the position.
- Convince the reader to look at your resume.
- Call attention to highlights in your background.
- Reflect your character, attitude, motivation, enthusiasm and communication skills.
- Provide specific information they have requested, availability.

Formatting: Letter of inquiry or letter of application.

- Letter of Inquiry – asking about the possibility of an opening – don't assume the employer will contact you. "I will contact you in ____ weeks to learn more about upcoming employment opportunities"
- Letter of application

Font style that is simple and clear.

- Signature Block
- Font: Arial or Calibri (sans, not san serif)
- Font size 10-12pt
- Matching your resume font to your cover letter

Thank-you letters.

- Follow up to an interview.
- Written for a letter of reference.
- An adult that has been helpful to you in a telephone conversation or e-mail.
- Someone provides / sends information to you at your request

Thank you letter purpose:

Purpose

- Following an interview, promptly (within 2 business days) write the interviewer a letter expressing appreciation and thanks for the interview.
- Show appreciation for the employer's interest in you.
- Reiterate your interest in the position and in the organization.
- Review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.
- Demonstrate that you have good manners and know to write a thank-you letter.

- Follow up with any information the employer may have asked you to provide after the interview.

Thank-you letters can be hard copy typed, handwritten or e-mailed.

Hard copy is the most formal and are always appropriate after an interview.

Handwritten are more personal, and can be appropriate for brief notes to a variety of individuals you may have met during on on-site interview or who may have helped you in other ways.

E-mail is appropriate when that has been your means of contact with the person you want to thank, or if your contact has expressed a preference for e-mail, or if you want to send a quick thank-you to be followed up by hard copy.