

## Appendix

*Sample 1: Cover Letter Template*

Your Street address  
Your City, State Zip

Date of writing

Name  
Title  
Company  
Street Address  
City, State Zip

Dear Mr./Ms.:

**1st paragraph** Explain why you are writing; identify the position and your source of information. Indicate in summary form your strongest qualifications for the position using a series of phrases.

**2nd paragraph** Outline your strongest qualifications in more detail and show how they match the position requirements. As much as possible, provide evidence of your related work, extracurricular, and academic experiences and accomplishments. Refer to your enclosed resumé.

**3rd paragraph** Request an interview and indicate how and when you can be contacted. Thank the reader for his/her consideration.

Sincerely,

(Handwritten signature)

Your name, typed

Enclosure(s)

*Sample 2: Cover Letter New Professional*

Your Street Address  
Your City, State Zip

Date of writing

Name  
Title  
Company  
Street Address  
City, State, Zip

Dear Mr./Ms:

I am applying for the Sales Associate position which we discussed during the Career Fair at The George Washington University in Washington, D.C. on (date). My varied sales experience and my bachelor's degree in Business Administration are my strongest qualifications for this position.

As you can see from the enclosed resume, I have sold a variety of products through my extracurricular activities and have worked in many banking environments through my cooperative education and internship positions. My marketing, computer research, and customer relations experiences, as well as my oral and written communication skills, should prove valuable in increasing (name of company's) sales volume. I am enthusiastic about pursuing a career in sales with (name of company) because of its diverse product line and international scope.

I would welcome the opportunity to meet with you and can be reached at (phone number) from noon to five daily. I will be in New York next week and will call you on (date) to discuss the possibility of an interview.

Sincerely,

(Handwritten signature)

Your name, typed

Enclosure(s)

*Sample 3: Cover Letter Entry-Level*

June 20, 2007

Mary Rider  
Gottschalks  
1122 Chalk Blvd.  
Los Angeles, CA 90023

Dear Ms. Rider,

The World Review Newspaper is currently running your ad for a Junior Accountant to service a small accounting department within Gottschalks. You will find my background and experience directly applicable to your accounting needs and I have enclosed my resume for your review.

Over the years, I have developed and completed three internships in accounting departments in Northern and Southern California. In the last internship, I developed an efficient accounting information system for a small manufacturer. In order to develop this system, I performed a cost analysis and constructed a budget using both Windows and Macintosh computers. In my first internship, I performed all aspects of a major audit under extremely short deadlines. Basic accounting principles come easily to me and I am extremely accurate in all my transactions.

Please contact me at the address and phone number below. I look forward to hearing from you. I am geographically mobile and willing to begin employment immediately.

Thank you for your consideration.

Sincerely,

Randy Ohlway  
1123 Hoffer Ave.  
Chico, CA 95926  
(916) 343-5678

*Sample 4: Cover Letter New Professional*

May 5, 2001

543 Pacific Coast Highway  
Malibu, CA 90265

Ms. Lana Lanier  
South Bay Design Associates  
210 Main Avenue  
Manhattan Beach, CA 90405

Dear Ms. Lanier,

While attending an American Marketing Association seminar in Santa Monica last week, I learned that your firm is hiring an additional graphic designer to assist in marketing residential real estate projects.

My education in communications and marketing at Pepperdine University, combined with my additional creative experience in interior and environmental design, are an excellent match to the work you require. As outlined on my resume, I have also had technical experience with computer-aided design, am proficient at drafting and rendering, and am comfortable making presentations. I place a high priority on client/user involvement, account management, demographic research, and customer relations, all valuable assets to successful marketing.

Your firm has an excellent reputation, especially the recent high quality development of Sand Harbor Homes. My qualifications would enable me to perform this job well, while enhancing my knowledge with your team of design professionals. I would appreciate an opportunity to meet to discuss my qualifications and to learn more about this position. In the meantime, I may be reached at (310) 451-6504, or through e-mail at llanier@aol.com in case you have additional questions.

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

Sincerely,

Lana Lanier

Enclosure

Sample 5: Thank You Letter

Your Street Address  
Your City, State Zip

Date of writing

Name  
Title  
Company  
Street Address  
City, State, Zip

Dear Mr./Ms:

**1<sup>st</sup> paragraph:** It was a pleasure to visit you and to meet the members of your staff. I was pleased with the opportunity to get a closer look at (name of organization) and to hear of the many ventures being undertaken.

**2<sup>nd</sup> paragraph;** (See suggestions below for possible applicable paragraphs.)

**3<sup>rd</sup> paragraph:** I was most impressed with your organization, especially in the area of quality control. As I understand, you will contact me within a month regarding further consideration. I look forward to hearing from you soon. Thank you again for the interview.

Sincerely,

(Handwritten signature)

Your name (typed)

*Option #1: Add information not covered in the interview: In reviewing the interview, I was aware that we did not discuss the area of \_\_\_\_\_. I would like to add that my summer employment provided an opportunity for development of some expertise in the \_\_\_ aspect of \_\_.*

*Option #2: Cover information unsatisfactorily presented in the interview: In reviewing the interview, I feel that I did not accurately answer your question about travel, schedule requirements, etc. I may have conveyed hesitancy about travel, or extra working hours or other special considerations. Your subsequent explanations and descriptions of the job helped me realize that I would find the situations mentioned to be acceptable.*

*Sample 6: Acceptance Letter*

Your Street Address  
Your City, State, Zip

Date of writing

Name  
Title  
Company  
Street Address  
City, State, Zip

Dear Mr./Ms.:

I am pleased to accept your invitation to become an engineer for the Arthur Manufacturing Company at the monthly salary of \$xxx. I am certain that the duties assigned to me will be interesting and challenging.

Thank you for your offer of assistance in finding housing in Pittsburgh. This will make my relocation much easier.

I look forward to my future association with Arthur Manufacturing. As advised in your letter, I will report to your office at 8:30 a.m. on (date).

Sincerely,

(Handwritten signature)

Your name, typed

*Sample 7: Rejection Letter*

Your Street Address  
Your City, State, Zip

Date of writing

Name  
Title  
Company  
Street Address  
City, State, Zip

Dear Mr./Ms.:

Thank you for your employment offer for the position of Sales Manager with Arthur Manufacturing Company. I am unable to accept the offer since I have accepted a similar position with another company.

Thank you for providing the opportunity to interview with you, to discuss career possibilities, and to learn about the work of your organization. Best wishes for your company's continued success.

Yours truly,

(Handwritten signature)

Your name, typed



*Sample 8: Withdrawal Letter*

Your Street Address  
Your City, State, Zip

Date of writing

Name  
Title  
Company  
Street Address  
City, State, Zip

Dear Mr./Ms.:

I want to express my sincerest appreciation for the opportunity to interview with (company). I valued our discussion about the position responsibilities, as well as the career possibilities within the firm, but find that they do not closely match my goals. I am therefore respectfully withdrawing from consideration.

Yours truly,

(Handwritten signature)

Your name, typed

Note: You may want to use the previous language in the event you no longer wish to be considered in the applicant pool.

*Sample 9: Career Changing Prospecting Letter / Networking Letter*

24255 Pacific Coast Hwy  
Malibu, CA 90263

February 12, 2008

Katya Holland  
Clear Blue  
303 Center Street  
Los Angeles, CA 90065

Dear Ms. Holland:

I am writing to you as a fellow graduate of Pepperdine University and would sincerely appreciate any insight you could provide regarding possible opportunities at Clear Blue. I have been working in sales for almost five years and am now looking to transition into the human resources field at a company such as yours.

Although successful in my sales career, I have realized that the aspects of my work that I am most skilled at and find most rewarding are my human resources-related duties. The following offers a few highlights of my qualifications:

- Solid foundation in HR affairs: As Senior Account Executive, I have been responsible for a number of HR functions, including recruiting, interviewing, hiring, and training new employees. A quick learner of complex concepts and legal issues, I am eager to broaden these skills.
- Dynamic communication style: I am skilled in building relationships, accomplishing group consensus, and promoting a shared sense of purpose. I am known for my ability to quickly establish trust with employees, mediate disputes, and motivate others into action.
- Experience in corporate training: A constant throughout my sales career has been my passion for the design and delivery of staff development programs. I am comfortable and experienced in giving both large and small-group presentations. I have conducted hundreds of training seminars for diverse audiences across all organizational levels.

If you know of anyone within Clear Blue who might be seeking someone with my qualifications, I would be very grateful for your referral. I would also welcome the opportunity to speak with you and can be reached at 310-123-4567. Finally, I am enclosing my resume in order to provide you with additional details regarding my background.

Thank you in advance for any assistance you may be able to provide.

Regards,

Christopher Moldovski

*Sample 10: Networking Letter Through Referral*

232 College Row  
Dallas, TX 60610

January 28, 2008

Hanes Raprock  
Director  
Museum of Contemporary Art  
220 E. Main Avenue  
Dallas, TX 60611

Dear Mr. Raprock:

Henry Poulet, the Director of Cultural Development at the Louvre, suggested I contact you to ask for advice about pursuing a career in fine arts administration. I had the pleasure of working with Mr. Poulet last summer through an internship sponsored by the University of America, and found the work to be stimulating and well-suited to my talents. Mr. Poulet suggested that a discussion with you would be an excellent first step as I set out to explore my intended career path.

Please let me know if you would be able to have a 30 minute conversation with me regarding your career. I would greatly appreciate any advice you would be willing to share. I can be reached via email at [dgiffin@yahoo.com](mailto:dgiffin@yahoo.com), or (123) 456-7890. I look forward to hearing from you.

Sincerely,

Daniel Griffin

*Sample 11: Networking Letter Through Pepperdine Alumni Network*

2400 North Avenue  
Chicago IL 60614  
(540) 555-1123 / J\_Walker@aol.com

January 23, 2008

Dominic G. Webb  
Associate Director  
Delon Hampton & Associates  
800 Smith Street, Suite 720  
San Diego, CA 12345

Dear Mr. Webb:

I will be graduating from Pepperdine University with a Bachelor of Arts in Art with a concentration in Design in June 2008. Currently, I am researching potential career paths and employment opportunities in the San Diego area. I obtained your name from Pepperdine University's Career Mentor Database and appreciate the fact that you volunteer to help students who are exploring career paths in your area of expertise. I hope that your schedule will permit you to provide me with some advice.

I am particularly interested in learning about the field of logo design and understand that your firm does work in this area. I am also interested in learning how the designers in your firm began their careers. My resume is enclosed to give you some information about my background and project work.

I would like to arrange a time to speak to you by telephone, or perhaps visit your office, if that would be convenient. I will contact you by phone in the next week to inquire about your availability during the week of February 21st, which is when I will be in the San Diego area.

Please also feel free to contact me at (540) 555-1123. I appreciate your time and consideration of my request and I look forward to speaking with you.

Sincerely,

Jacob Walker

Enclosure