

Sample Business Letters

Sample Reference Page

Jamie Dunn

1000 University Ave #6
San Angelo, TX 76909
Phone: (325) 978-5309

Mary Jones

Principal
Northwest High School
123 North Main St.
San Angelo, TX 76909
Aug. 1 – May 31: (325) 223-1234
June 1 – July 31: (325) 450-1234
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Roger Smith

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Virginia Wolfe

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Lincoln Elementary School
602 Lincoln St.
San Angelo, TX 76909
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Cover Letter Guidelines

Your Street Address

Your City, State and Zip Code

March 9, 20__

Lynn Employer

Title

XYZ Company

6789 Main Street

Salina, KS 64088

Dear Mr. / Ms. Employer: (If you do not have a specific name, call the employer to get a name.)

First paragraph: Why you are writing

In your initial paragraph, state the reason for your letter.

Letter of application: You are applying in response to a specific opening. State the position and indicate how you learned of it. If you found out from someone currently working there, be sure to mention his or her name (with permission, of course).

Letter of inquiry: You are inquiring to find out if there are openings in your field of interest with this organization.

Second paragraph: What you have to offer

Indicate why you are interested in this position or this organization. Do your research! Above all, indicate what you can do for the employer. Keep the number of sentences that begin with "I" to a minimum to avoid sounding choppy. This is known as an employer-focused letter. If all of your paragraphs begin with "I," then you have written a self-focused letter. Change your wording! If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out your specific achievements or unique qualifications. Refer to the enclosed résumé, but try not to repeat the same information that the reader will find there. This is your chance to expand that information and really shine.

Third paragraph: What happens next

In the closing paragraph, indicate your desire for a personal interview. Close with a statement that will encourage a response. For example, state that you will be in the city where the organization is located on a certain date and would like to set up an interview. Or, simply state that you will call in the near future to inquire about an interview. Ask the employer to contact you if they desire additional information. Repeat your phone number (make sure this is

somewhere you can be reached during the day or that has an answering machine) and thank them for their time.

Sincerely,

(Your handwritten signature in blue or black ink)

Typed Name

Enclosure (Add an "s" to make it plural if you enclose more than a résumé.)

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Sample Cover Letter

123 Main Street
San Angelo, TX 76909

March 9, 20__

Brian Jones
Senior Employment Representative
Allen, Howell and Jones
1234 N. Main St.
Wichita, KS 12321

Dear Mr. Jones:

It was with much interest I read your job announcement for a staff accountant listed with the Career Development Office at Angelo State University. I would like to be considered for this position with your organization.

In May, I will graduate with an accounting degree from Angelo State University. My degree in accounting and my job-related experience at Able Accounting Services make me a strong candidate for this position. My college course work complements my work experience, focusing on developing basic accounting knowledge, analytical abilities and excellent attention to detail. In addition, I am a very active student, holding leadership positions in both my sorority and in Beta Alpha Psi.

Enclosed is my résumé for your review. I would appreciate a time when we could get together to further discuss qualifications for this position. If you need any more information from me, please do not hesitate to contact me at (325) 678-0099. Thank you for your consideration.

Sincerely,

(Your handwritten signature in blue or black ink)

Typed Name

Enclosure (Add an "s" to make it plural if you enclose more than a résumé.)

Sample Thank-You Letter

3814 N. Nashua
San Angelo, TX 76909

March 9, 20__

John A. Engel
Manager, Corporate Relations
Innovative Technologist
13259 E. Harry
San Angelo, TX 76902-1234

Dear Mr. Engel:

Thank you for taking the time to talk with me yesterday about the Publicity Specialist position at Innovative Technologies. I was very impressed with the communications development group. It was clear that they are a professional, enthusiastic group of people who enjoy working together as a team.

I was especially excited about the upcoming TechComm project that you described. My marketing internship, along with my writing, public relations and computer skills, match well with the tasks you described as necessary to get the project up and running. I would enjoy being a part of that kind of team.

I understand that you will be getting back with me sometime within the next two weeks. If I can provide any additional information in the meantime, please do not hesitate to contact me at (325) 123-4567. I look forward to the possibility of working with you.

Sincerely

(Your handwritten signature in blue or black ink)

Typed Name