



Writing your way to a job

Dr. Scott Husson

Department of Chemical & Biomolecular Engineering
Clemson University

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Letters to Write

- ❖ Resume Cover Letter
- ❖ Letter to Recruiters
- ❖ Networking Letter
- ❖ Follow-up Correspondence
 - Follow up letter
 - Job acceptance letter
 - Job declination letter
 - Rejection follow up letter

Resume Cover Letter

Think of your cover letter as the cheerleading squad for your resume

Some Rules to Write By

1. Send a cover letter—always!
2. Be concise, and use short, easily digestible paragraphs
3. Get your personality to shine through
4. Write to a specific person—some digging may be necessary
5. Focus on the employer's needs—customize!!!
6. Display your creative nature
7. Proofread—Miss this one and 1-6 won't matter!

Cover Letter Framework

10/15/2005

Ms. Amanda Livering Cole
Alternative Fuel Consultant
The Husson Group, LLC
100 Earle Boulevard
Sweetwater, SC 01209

Dear Ms. Cole: (Preferred)

Dear Hiring Manager: (acceptable)

Dear Search Committee: (acceptable)

<Avoid Dear Sir/Madam and To Whom it May Concern>

In your opening paragraph, get to the point by stating the **position for which you are applying**. Include a reference code if requested and the **referral source (e.g., Monster.com)**. Offer a synopsis of **why you are a top candidate for the position**.

The body of your letter contains the sales pitch. Outline the top reasons why you should get an interview. Remember, hiring managers want to hear **what you can do for them**. **Review your top five credentials** (you know, the one's that you identified before starting to write) and **demonstrate how these would benefit their operation**. Consider putting these credentials in bulleted form with a preceding statement such as "Key strengths I offer include"

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-
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Your closing paragraph should generate a call to action. **Tell them that you want an interview** and that you will follow up with a phone call to make sure that they received your resume and to discuss the possibility of meeting.

Sincerely,

Rusty Steele

Writing your way to a job

Cover Letter Example

10/15/2005

Ms. Amanda Livering Cole
Alternative Fuel Consultant
The Husson Group, LLC
100 Earle Boulevard
Sweetwater, SC 01209

Dear Ms. Cole:

Your **Project Manager** position **advertised on Monster.com** matches my profile and qualifications, as my accompanying resume and professional references will attest. My background includes a **B.S. degree in chemical engineering, with 2 years of success managing a research project in fuel cells**. I offer particular expertise in **experimental design and technical communications**.

From your advertisement, **I understand that you need individuals who are** highly creative, academically excellent, self-motivated, and effective communicators. Here are the ways that I meet your needs:

Your ad specifies...

- Demonstrated ability to communicate
- Project management experience
- Academic excellence

...and I deliver...

Experience delivering technical presentations at AIChE meetings
2 years experience managing a university research project
A 3.5 GPA in Chemical Engineering from University XYZ

The **Husson Group's dedication to scientific research and its mission to** bring alternative fuel technologies to everyone across the globe inspires me. By hiring me, The Husson Group will gain an expert decision maker and leader; I will gain the opportunity to tackle new and challenging problems in the service of society's energy needs.

I will call next week to confirm that you received my application materials and to discuss the possibility of meeting. If you would like to reach me before next week, please contact me at (555) 867-5309 (home) or (555) 555-1212 (work) or by e-mail at rsteel@somewhere.com.

Sincerely,

Rusty Steele

Writing your way to a job

Letter to Recruiter

When a search firm is handling the position, resumes rule...but don't forgo a letter.

Some Rules to Write By

1. Tailor the letter to the desired qualifications in the ad
2. Mention any referral source in the first line
3. Emphasize your main selling points
4. For a cold cover letter (unsolicited resume)
 - Give a salary requirement, position and industry targeted, and availability to relocate/travel
 - Be a specialist, not a generalist
 - Set realistic goals
 - Don't overstate your qualifications

Writing your way to a job

Letter to Recruiter Example

10/15/2005

Mr. Otto Delupe
Chief Information Officer
East Coast Executive Search, LLC
100 Earle Boulevard
Sweetwater, SC 01209

Dear Mr. Delupe:

You worked with my friend, Tom Arnold, on a recent search, and he told me about your service. On his recommendation, I reviewed the job advertisements posted on your website. Your ad for Chemical Engineer, Product Development outlines job requirements that parallel my background. I am writing to express my interest in this position.

Your ad specifies a requirement of...

Chemical Engineer
0-2 years research experience
Demonstrated leadership potential

...and I deliver...

BS Chemical Engineering from University XYZ
Participant in a 10 week research experience for undergraduates (REU) program
President of student AIChE chapter at University XYZ

My resume elaborates on these points and includes additional information that is relevant to this position, specifically, my work as a coop with an advanced materials company, where I gained extensive experience in experimental design.

I will call you on Thursday morning to discuss the position in greater detail. For your reference, I can be contacted at (555) 867-5309 (home) or (555) 555-1212 (work) or by e-mail at rsteel@somewhere.com.

Sincerely,

Rusty Steele

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Networking Letter

Uncover 'hidden' job opportunities by reaching out to your network of contacts.

Some Rules to Write By

1. Identify targets—friends, family, friends' families, teachers, classmates, associations, former supervisors, someone who you just met at this meeting
2. Use a casual but professional tone
3. Punctuate your opening with a comma instead of a colon
4. Have a message beyond simply that you are job searching
5. Be concise
6. Ask for help

Networking Letter Example

10/15/2005

Dr. Marianna Trench
Director of Deep Sea Research
Center for Oceanic Studies
100 Earle Boulevard
Sweetwater, SC 01209

Dear Marianna,

I hope this letter finds you well, and **I hope that you remember me from our days at UCB**. You were my lab partner for Chem 339 lab. The reason that I am contacting you is that **I am in the process of job change** and I am writing to college acquaintances whose opinions, insights, and advice I value.

In my search, a position in extremophile research caught my interest. **My 6 years of experience working with microorganisms at MicroTech**, I believe, makes me an ideal candidate for this type of position from a technical perspective. What would be highly valuable to me is an expert in the area of deep sea research to review my resume. **Would you be willing to kindly provide feedback as that expert?**

I see from recent publications that your Center for Oceanic Studies has done some collaborative research work with oceanic microorganisms. If you know of anyone who might be looking for someone with my background, please contact me at (555) 867-5309. Alternatively, **if you have any suggestions as to where I should direct my search, I would very much appreciate your input and advice**. I will give you a call next week to see if you are willing to receive my resume to review.

Sincerely,

Rusty Steele

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Follow-up Letter

So you had an informative and productive phone interview...let them know in writing.

Some Rules to Write By

1. Thank them for the phone interview
2. Reinforce your interests with their company
3. Highlight your top skills and how they match company needs
4. Ask for the opportunity to interview on-site

Follow-up Letter Example

10/15/2005

Dr. Ginger Vitis
Chief of Dental Research
Amalgamation Industries
100 Earle Boulevard
Sweetwater, SC 01209

Dear Dr. Vitis:

Thank you for a pleasurable interview on Friday. As we discussed, my goal is to apply my skill set and energy to an R & D program with a company that values my hard work and that promotes professional development. Based on what I have learned, Amalgamated Industries tops my list of desirable choices.

I am confident that my skills would be a strong asset to Amalgamated Industries. As I mentioned in our conversation, I have a unique combination of strong technical skills, effective communication skills, and a knack for solving problems involving multiple constraints. This skills set allows me to solve engineering problems and to present the findings and the importance of the findings to people having technical or non-technical educational backgrounds.

Based on our interview, I have done some thinking about the position and how I could bring added value to Amalgamated Industries. On the next page, I have listed the needs outlined by you in our conversation and the qualities that I possess to address each need. Again, it was a pleasure talking with you, and I thank you for taking the time to learn more about what I have to offer. In terms of next steps, I would welcome the opportunity to interview on site. Please call me at 555-867-5309 if you would like to schedule an interview.

Sincerely,

Rusty Steele

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Job Acceptance Letter

Writing a job acceptance letter gives you a chance to document details about your new job.

Some Rules to Write By

1. Document your title, supervisor, salary and benefits.
2. Keep the letter brief, professional, and upbeat.

Job Acceptance Example

10/15/2005

Ms. Carmine Dioxide
Air-Quality Manager
Upstate Gas Products, Inc.
100 Earle Boulevard
Sweetwater, SC 01209

Dear Ms. Dioxide:

It is with great pleasure that I accept your offer to join **Upstate Gas Products, Inc.**, as a **Process Engineer under Mr. Hank Hill**. The goals you outlined for the position match my abilities well, and I consider it a privilege to join your team.

As we discussed, **my annual salary will be \$\$\$\$\$, and medical benefits will commence after 30 days of employment.**

Thank you for making the interview process enjoyable and highly informative. I look Forward to working with you and the Upstate Gas Products team. **I will report to work on 12/01/05**. In the meantime, feel free to call me at 555-867-5309.

Sincerely,

Rusty Steele

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Job Declination Letter

Because sometimes you just need to say "No thanks"...

Some Rules to Write By

1. Avoid the temptation to verbally decline an offer without writing a letter
2. Be prompt
3. Be professional and courteous
4. Be diplomatic
5. Be concise

Job Declination Example

10/15/2005

Mr. Moe Mentum
Staff Physicist
Upstate Motor Works
100 Earle Boulevard
Sweetwater, SC 01209

Dear Mr. Mentum:

Thank you very much for offering me the Project Manager position. **After careful consideration**, I regret that I must decline your offer. Although I was very interested in the position and the opportunity to work with your team, **I have accepted another opportunity that is more in line with my skills and career goals.**

I enjoyed meeting you and the rest of your team. You have been kind and gracious throughout the interview process. I am impressed by Upstate Motor Works' goals, mission, and commitment to quality and service, and **I wish you and your colleagues much continued success.**

Sincerely,

Rusty Steele

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Rejection Follow-up Letter

Get back in the game. Send a post-rejection follow up letter.

Some Rules to Write By

1. Remind them that they were considering you for a position
2. Re-express your interests in the company
3. Highlight your top skills, including any new ones
4. Tell them how your skills fit their needs
5. Infuse your letter with positive vibes

Rejection Follow-up Example

10/15/2005

Mr. Nomar Winter
Director of Global Warming
Environmental Participation Agency
100 Earle Boulevard
Sweetwater, SC 01209

Dear Mr. Winter:

We met in May when I was one of five finalists interviewing for your Staff Engineer position. Although I was not selected for the position, my interest in joining your team has remained strong. I would like to touch base with you to see if you plan to expand your engineering department in the near future.

As you may remember, my background includes a bachelor's degree in chemical engineering, coop experience with Upstate Environmental Group, and leadership experience as past President of a student chapter of AIChE.

Since our meeting, I have completed Green Corps' Environmental Leadership Training Program, and I have become self-taught in Enverity environmental data management software.

While things continue to go well for me at S&H Environmental Consulting (last month I was promoted to Associate level), I am highly motivated to transition into environmental research. Given the opportunity, I am confident in my ability to solve problems in greenhouse gas sequestration that you outlined as a priority during our interview.

I updated my resume recently, and I am enclosing it so that you will have the most current version. I welcome the chance to speak with you again about future opportunities. Feel free to call me at 555-867-5309 or e-mail me at rsteel@yeehaw.com.

Sincerely,

Rusty Steele

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Final Thoughts

Research Before You Write

1. Identify the employer's needs
2. Review company website, brochures, promotional materials
3. Speak to current employees, if possible

Determine Your Unique Selling Points

1. How would you help to achieve employer goals?
2. Write a list of the top 5 reasons you're an excellent candidate
3. Write a databank of general skills to infuse into your letter

Previous experience skills

Working with groups of people at different levels of training, and adapting to their needs

Portable skills

Communicating information and ideas effectively in writing and orally

Personality traits

Thrive on juggling multiple tasks

Ask Yourself, Would You Hire You?

Keep refining your letters until the answer is yes

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