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From the *New York Times* bestselling career author



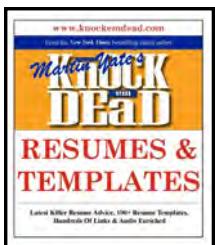
JOB SEARCH LETTERS & TEMPLATES

Killer Advice For Every Job Search Letter, 125+ Templates, Audio Enriched Content & Hundreds of Job Search Links

Five types of cover letter, networking, follow-up, negotiation, acceptance, rejection, resignation, resurrection & thank you letters



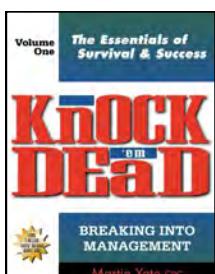
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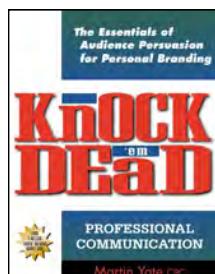
Killer Job Search Letters



Break into Management



Communicate Like a Pro



Martin Yate Talks About What You'll Get

Hi, I'm Martin, the author of *Knock 'em Dead The Ultimate Job Search Guide*. A NY Times bestseller, it's updated annually and has been for 24 years. With 11 other books and 63 foreign language editions of my work, there's some evidence I have a *globally proven approach to job search and career management*.

Knock 'em Dead Job Search Letters and Templates is the most current advice on creating a killer job search letters available anywhere. I'll show you exactly how to craft a professional and productive letter *and* how to use it effectively in your job search; and along the way, I'll tie in some critical career management lessons that will change the way you look at your career. For the first time ever in a career book, you'll find the text is enriched with audio where I talk to you about especially important issues.

This book includes over 125 brand new letter templates, including: four types of cover letter, plus letters for networking; follow-up after telephone *and* face-to-face interviews; negotiation; acceptance; rejection; resignation and thank you letters. The templates are in MS Word and ready to for you to use immediately. Finally You'll also find hundreds of live links to help in your job search, including meta-links connecting you to thousands of headhunters.

They say that to write a book, all you need is the complete lack of a social life; well I've published 12 and two more are on the way, so what does that tell you? *I live and breathe this stuff* and obviously have no social life.

Credentials? This is not enough for you? I've been in career management one way or another for 34 years: Silicon Valley Headhunter and VP with the seminal and feared Executek, Director of HR for Bell Industries Computer Memory Division, Director of Training and Development for Dunhill, the multi-national employment services company, and since 1985 running commentary on *survival & success strategies for professionals like you*.

Relevancy? We are all somewhere in the throes of a half-century worklife, change jobs about every four years on average, and likely have three or more distinct careers. *Change is your future*, but no one has ever taught you how to navigate this stuff. *I can show you an integrated approach to a more successful, meaningful and secure professional life.*

I know you didn't come here for a good time, you came here to get a job done, so I am not going to waste it. On every page you'll develop a greater understanding of how to manage your professional life and on every page you'll find practical, wise, street-smart tactics and strategies to make it happen, to take you from where you stand today to where you want to stand tomorrow.

Martin Yate CPC

The
New York
Times

Bestseller

"The best book on job hunting."



"Great advice can be found in Martin Yate's Knock 'em Dead books."



"Comprehensive, fast-paced, upbeat style."



"No job hunter can afford to bypass the Knock 'em Dead books."



"Classic..."



"Classic winner— one of the most valuable career books on the market."



"If Martin Yate Writes it, I'm going to recommend it. He's really about the best in the business when it comes to providing clear, effective and reasonable job search processes."



KNOCK 'EM DEAD JOB SEARCH

LETTERS & TEMPLATES



Great letter techniques and samples for every step of your job search

Martin Yate, CPC

New York Times bestselling author



Savannah, Georgia

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Acknowledgments

In twenty five years if publication around the world, the Knock 'em Dead books owe their success to millions of readers like you, who are helped and then help spread the word. It is a privilege to help another in a time of need, and I sincerely hope that I can help you.

Praise from Job Seekers for the Knock 'em Dead Books

I have averaged at least an interview per day for the last couple weeks. After a long period (two months) of very sporadic interview activity, bought the *Knock 'em Dead Letter* and *Resume* books! I have averaged at least an interview per day for the last couple weeks. Some of this might be plain good luck, but I think revising my resume and cover letters several weeks ago had a positive effect.

—L.E. (no location given)

I think he called me as soon as he put the letter down. I brought all three of your books. *Knock 'em Dead Resumes, Letters, and Knock 'em Dead The Ultimate Job Search Guide*. I read each book cover to cover. I went for the interview yesterday with a mental health center. They said they would call me by the end of the week. Soon as I got home I wrote a thank you follow - up letter and went to the post office and mailed it express to get there by Tuesday. I got the call from the hiring manager within the hour letting me know that I have the job. I think he called me as soon as her put the letter down.

—K.G.

BRAVO >>> Well done maestro!!!
Excellent book it showed me all I needed to write the perfect cover letter and it was incredibly easy to read and showed excellent examples of all different types of job seeking situations. I highly recommend this to anyone...from professionals to those seeking part-time employment, well done Mr. Yate!

—Anonymous, Amazon review

Thank you for changing our lives. After I sent my new resume and cover letter, I got four interviews in one week, and refused two interviews. I want to say Thank you, thank you for doing this for millions of professionals who work hard, and thank you for changing our lives —job seeking is life, it is for everyone who takes their life seriously.

—N.P., Chicago IL

It took me one time with your books: I re-wrote my resume for a specific job description. I got the call for an interview, I went for the interview, I sent the follow- up letter and I got the job. I learned all these techniques for getting you through each phase and I listened and followed all the directions in each of your *Knock 'em Dead* books. These are the best self-help tips I ever got out of a book.

—K.Y., email

We are huge fans of your Knock 'em Dead books and recommend them to everyone we know in the market for a new Job. It helped my husband so much, he had 5 offers to consider in his search.

—The Costas, Hollywood, FL

Maybe it was just a coincidence, but the first job I wrote a cover letter for using this book is the first one that called me for an interview, and ultimately hired me for [...] I really think you should give it a try!

—SH, Virginia

Very useful, everyone looking for a job should know how to write a good cover letter—this will provide the guidance.

—Anonymous, Amazon review

Knock 'em Dead Letters really opened my eyes. I have now begun to dig into *Knock 'em Dead The Ultimate Job Search Guide*. I am a person who likes to have a proactive plan of attack when I embark on an endeavor and your books are proving to be a helpful guide.

—H.F., Florissant, MO

By adopting your methods, I got 4 job offers and had a hard time deciding! I am very grateful for your *Knock 'em Dead* series. I have read the trio and adopted the methods. In the end, I get a dream job with a salary that is almost double of my previous! By adopting your methods, I got 4 job offers and had a hard time deciding! It will be good if you can include more on dealing with multi-job offers.

—C.Y., Singapore

It's a fabulous resource! Just a note that I recommend *Knock 'em Dead Letters* to EVERYONE! It's a fabulous resource!
—B.H., Atlanta, GA

From a premier career coach. You're a godsend ... truly. It's amazing, I might "know" the answers, but when it's us, it's so different! We're stressed, tired, and wondering what in the world to do next. Your guidance is much appreciated and always works.... we're leaving in the morning for a site visit and "renegotiation" of points... you really help to cut through to what's what.
—Identity withheld by request

You need this book I used this book when I was job searching during my senior year of college. I read it cover to cover, and followed the author's advice. I was highly successful in my job search, landing my dream job. I was even complimented several times on my "very creative" cover letter. You can't go wrong with this book!

—Anonymous, Amazon review

Thanks from the bottom of my heart; your methods really work. Message: Thanks Martin, I got the job! I used your techniques in *Knock 'em Dead Letters*, particularly the two column comparison format and sending copies to everyone involved: the HR Manager and Executive Director, who didn't respond and the Artistic Director, who the position reports to and he did respond! He called, interviewed me and offered the job. He loved the format and that I contacted him directly. I am now using your technique to help family members secure new positions. Thanks from the bottom of my heart; your methods really work. I'm proof of that!

—J.H., NYC

Your advice and resources are fantastic. Just went through a downsizing and it was the best experience of a bad situation. Your [*Knock 'em Dead*] books helped me get a job 10 years ago and they helped me again. Your advice and resources are fantastic.

—K.J., Jacksonville, FL

I cannot tell you what a fabulous response I have been getting due to the techniques you describe in your books. Besides giving me the tools I needed to 'get my foot in the door,' they gave me confidence. I never thought I could secure an excellent position within a month!

—B.G., Mountain View, CA

Thanks for making me look like a genius! Have used your books successfully for many years. Thanks for making me look like a genius! I am a HUGE fan.

—Email, no name or location given

***Knock 'em Dead* really says it all.** I used your book, and landed a job that was over double the salary of my previous job, on the same day as I interviewed which is very, very rare in a state job. *Knock 'em Dead* really says it all. I was able to negotiate to the absolute top end of the starting pay (because) of my resume, cover letter and interview and the chapter on salary negotiations. Your books were extremely helpful in presenting the best part of me.

—S.J., Kansas

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Read This First

Selling yourself with the written word is always a challenge. And with everything you have to stay on top of in your professional life, packaging yourself in job search letters is probably one thing you haven't made a priority.

But, the writing skills displayed in your letters and resumes can have a *major* impact on your job search. Ignore developing these critical skills and you can stay longer in that going-nowhere job, or longer unemployed.

Knock 'em Dead Cover Letters has helped millions of people around the world craft hard-hitting job search letters of all types that helped them land interviews, advanced their candidacy and won job offers. It can do the same for you. Use these techniques and your letters will position you as someone worth taking seriously.

You'll find job search letters of every conceivable type here: from cover letters, through follow-up after telephone and face-to-face meeting letters, networking, resurrection, acceptance and rejection letters, to those oh-so-satisfying letters of resignation.

These letters work, giving you an edge in a highly competitive job market. They are *real* letters that have already worked in someone's job search. Some of these letters I've helped write, others have been sent to me by career coaches, professional resume writers, headhunters, hiring managers, and grateful readers. They will work for you too, when you customize them to your own unique circumstances and your voice.



Note

Throughout this book the words "mail," "letter," and "email," are intended to be interchangeable, unless otherwise noted. Written communications can be delivered by either email or traditional mail, with the majority going by email. However, I don't want you to ignore traditional mail, because when you do something other job hunters aren't doing, you stand out.

What do I mean by "your voice"? I mean that as you learn to customize and create your own letters, they will work best when the tone of the letter sounds natural, but while staying away from words you wouldn't normally use in a professional context.

How Recruitment Works

A good cover letter, and subsequent follow-up letters, can speed your candidacy through the four stages all employers go through in the recruitment screening and selection cycle. They won't win you the job in and of themselves, but they can make a big difference in the way you are perceived as a professional and as a person, thus differentiating you from the competition. The four stages are:

1. *Long-list development.* The largest manageable list of qualified candidates, usually ten to twelve.
2. *Short-list development.* The long list of candidates is screened for best-fit-to-the-job, reducing the long list to four or six candidates.

Those who make the cut become the “short list” and are invited in for an interview, after first passing the additional screening of a telephone interview. A dossier is created for each candidate, including both print and electronic documents.

3. *Short-list prioritization.* Through a series of interviews, usually one, two, or three, the short list candidates are steadily ranked for ability and fit.
4. *Short-list review and decision.* Each candidate’s dossier is reviewed one last time before the final decision. The dossier will include your resume, the employer’s notes, and any cover and follow-up letters you have been smart enough to send during the interview process. These letters make additional points, clear up mistakes and omissions, and serve to brand you as a competent professional and real human being who would be a pleasure to work with. Your letters always cut to the chase; they don’t waste time, they are friendly and respectful; they are not pompous, distant or death-in-the-family formal.

In each of these steps, letters have a role to play in separating you from other candidates (part of a process called professional branding that we’ll discuss later) and easing your passage through each step of the selection cycle. Letters support your candidacy and remind employers of your relevant skills, professionalism, continued existence, interest and suitability for the job, all the way through to the offer.

Job search professionals know that when there is no major difference between two top candidates, the offer will always go to the most enthusiastic; your follow-up letters after meetings help make that enthusiasm clear to your prospective employer.

Passing through each step of the interview cycle, you are presented with significant opportunities to advance your candidacy. You can add additional information after a meeting, clear up a misunderstanding or a poor answer (“I’m good at my job, but not so good at interviews, just haven’t had that many. When we were talking about _____, perhaps I didn’t make it clear that...”).

By sampling a phrase from this letter and few words from that letter, you will create unique letters that reflect the real you.

Because your comments are in a letter, it speaks for you when you aren't there to speak for yourself; a strong written dimension to your job search can double your effectiveness. The different types of letters you create to advance your candidacy during the interview cycle demonstrate your writing skills, attention to detail, professionalism, and that all-important enthusiasm. Each letter adds another meaningful dimension to your candidacy.

With *Knock 'em Dead Cover Letters* on your desk, you won't waste time creating letters from scratch, and once settled in a new position, you can apply these same strategies and tactics to the written communications that are an integral part of every successful career.



1

Cover Letters: The Secret Weapon of Your Job Search

Letters can play a critical role in a successful job search, they are far too often overlooked or under-utilized.

When you build a great resume but don't learn how to use it properly, your job search will take longer and the job you get may not be the best your skills deserve. You can use cover letters even when you don't have a contact, but, if you develop a plan of attack that includes reaching out directly to hiring authorities, you'll get more interviews more quickly. Whenever someone in a position to hire you reviews your resume, the odds of getting that interview increase dramatically, because you have skipped right over getting pulled from the resume database, sidestepped the recruiter's evaluation process and you are pitching directly to the hiring authority.

The primary goal of every job search is to get into conversations, as quickly and frequently as

possible, with people in a position to hire you: without conversations, job offers can't be made. Rarely reaching hiring authorities with your message is one of the major reasons why many job searches stall out. This stall-out happens because most job searches occupy themselves, almost exclusively, with posting resumes to resume banks and responding to job postings by uploading resumes into other resume databases.

However, when you can get your resume, personalized with a cover letter, in front of hiring authorities, you differentiate yourself. And by differentiating your message and your brand you dramatically increase your chances of landing an interview. Differentiating your initial contacts helps differentiate your candidacy.

If all you are planning to do is load your resume into resume databases, a cover letter can always help, but its main strength is in personalizing your message to a specific company and ideally to a specific person. When you develop a plan of attack for your job search that includes reaching out directly to decision makers, the personalizing touch of a letter really increases your bang.

Who to Target in Your Job Search

The hiring titles to target during your job search are:

- Those titles mostly likely to be in a position to hire you. Usually these will be managers one to three levels above your target job.
- Those titles most likely to be involved in the selection process. Usually these will be managers working in related departments.

When an email or envelope is opened, your cover letter should be the first thing seen. A cover letter personalizes your candidacy for a specific job in ways your resume can't, given its formal nature and structure. The cover letter sets the stage for the reader to accept your resume, and therefore you, as something and someone special; it creates a context in which your resume is then read. It can create common ground between you and the reader, and demonstrate that you are well qualified and suitable for this job with this company.

Your ideal target for direct communication is always someone who can hire you, although any management title offers opportunity for referral. Even HR contacts are valuable: they can't make the hiring decision, but the pivotal nature of their job means HR professionals are aware of all areas within a company that could use your skills.

Any name and title you capture in a job search is valuable. With the Internet at your fingertips there are countless ways to identify the names of people who hold the titles you need to reach, and if a name and title is of no use to you, it might be just the contact another job hunter needs, so it can be a valuable commodity to leverage in your networking activities. There is a whole chapter on how to find the names of hiring authorities later in the book.

Five Tactics That Help Your Cover Letter Work

Address Your Target by Name

Your first step is to grab the reader's attention and arouse interest, so whenever possible address the letter to someone by name.

Approaching hiring authorities directly is one of the very best tactics for getting job offers, because, as I noted, it cuts out many of the recruitment screening steps: the resume, databases, the external recruiter (headhunter) review, and the internal recruiter review (HR recruiter). Right now, just get it fixed in your mind that names are a powerful secret weapon in your job search. Whenever you can find the names of any one of these titles involved in the recruitment and selection cycle, approach them directly and address them by name.

Make Your Letter Readable

Your customer, the reader, is always going to be distracted, so your letters need to be easily readable, focused, clear, and brief. You can also grab the reader's attention with the appearance of

your letter, which should echo the fonts and font sizes of your resume, giving you a more professional look.

The font and font size are important concerns because they must be legible to hiring managers. Anyone who has been staring at computer screens for ten or more years and has ten other priorities pressing for attention is likely to have problems with tiny font sizes and elaborate but unreadable type faces. I recommend a minimum of 11- or 12-point font size. Remember to apply these rules of matching font and font size to *email and print* letters, it is easy to do and yet so often overlooked.

Emphasize Your Personal Brand

Branding is the process by which you consistently draw attention to the ways you are special, these special attributes makes you unique and define your brand against your competitors. The cover letter is part of the packaging that captures the professional you. If it looks good, carries a succinct, relevant, readily accessible message and shows you to be a professional with a clear sense of self, you're well on the road to establishing a viable professional brand. When your actions differentiate you from others, your standing as a candidate is improved.

What makes you special?

- Getting your resume directly under the nose of a manager, who just wants to make a good hire and get back to work, makes you special.
- Getting your resume to the hiring manager in a creative way and showing that you know what you are doing makes you special. Your letter might say in part, “I sent my resume by email but thought you might appreciate a screen break, so you’ll find it attached to this letter...”

Your email might also note, “As well as attaching my resume to this email, in case you need a screen break I’ve also sent it by traditional mail.”

- Writing a strong cover letter that presents your resume and establishes connectivity between you and the manager makes you special.
- Keeping your message clear and succinct makes you special.
- Following up your meetings with thoughtful letters that continue the messaging of a consummate professional makes you special and confirms your professional brand.
- Making sure in all your letters and resumes that your paper is good quality and that the fonts are legible and coordinated makes you special.
- Making sure that in all your emails the fonts are legible and coordinated with your resume makes you special.



Note

We address the issue of creating a professional brand in this book as it applies to written communication in letters. This theme is followed throughout *Knock em Dead 2011*, *The Ultimate Job Search Guide* and *Knock em Dead Resume &Templates*.

Good brands are those that live up to their promise, or value proposition: “this is what you get when you hire me.” Integrate this brand-building behavior with the other strategies discussed and your candidacy is going to get more attention. To emphasize the consistency of your personal brand:

1. Use the same font choices and paper for your letters as you use for your resume.
2. Make the font you employ for contact information and the headlines you use the same in both your resume and your letterhead.
3. Use the same font you chose for your resume’s body copy for the message in your letter.
4. Use the same font choices for all your email communications. Smart idea: set the chosen font as your default email font.
5. Get matching paper for resume, cover letters, and envelopes. Every office superstore has them. You need printed resumes to take to interviews aside from any cover letters and

resume you want to send by traditional mail when the opportunity arises (a great way to get your resume read since most job hunters don't think to do it). This means that hiring managers get far fewer resumes by mail, and since busy managers like an (increasingly rare) break from the computer screen, more time is spent reviewing your resume.

Cut To the Chase and Stay On-Message

A good cover letter gets your resume read with serious consideration. Time is precious, which means recruiters and hiring authorities won't waste it on a letter that wanders. Your letters should always reflect a professional whose resume will have something to say.

When you can, make a specific reference to a job's key requirements. You want to allow the reader to move from your letter to the resume thinking, "here's a candidate who can do this job"; referencing a job's most important requirements does just that.

Remember, a cover letter's job is to particularize your pitch to a specific company or hiring authority. If an advertisement, a job posting, or a telephone conversation with a potential employer reveals an aspect of a particular job opening that is not addressed in your resume (and for some reason you haven't had time to update it), use a cover letter to fill in the gaps; the Executive Briefing is an especially useful tool for this job (you'll see samples of this type of cover letter shortly). Remember: brevity is important. Leave your reader wanting more. The letter doesn't sell you—that's the resume's job. Rather, the letter positions you for serious consideration: it whets the reader's appetite, no more.

End with a Call to Action

Just as you worked to create a strong opening, make sure your closing carries the same conviction. It is the reader's last personal impression of you, so make it strong, make it tight, and make it obvious that you are serious about entering into meaningful conversation. Your letters should always include a call to action. Explain when, where, and how you can be contacted. You

can also be proactive, telling the reader that you intend to follow up at a certain point in time if they have not contacted you.

Every step of the job search and selection cycle offers opportunities to use letters to leverage your candidacy. A good, strong letter will get your foot in the door, differentiate you from other contenders and ultimately help you define a distinctive professional brand. Although the majority of your communications will be emails, stand out by sending letters on really important topics as both emails and traditional letters. If nothing more, your important communication gets read twice, which increases the odds of your point being understood.



2

Five High-Mileage Cover Letters

Corporate America's wholesale adoption of the Internet as the primary recruitment vehicle has completely changed the way you need to approach your job search.

Every year the number of resumes loaded into commercial resume databases grows exponentially. Currently the larger databases each house more than 36 million resumes. Many individual corporate resume banks have over 1 million resumes stored, and social networking sites like LinkedIn have over 70 million resume and professional profiles registered. This has made life easier for recruiters, since they can usually find enough qualified candidates in the top 20 resumes from any given database, and given the large number of potential candidates, they rarely dig deeper.

In resume databases that allow attachments to your resume, a cover letter helps you stand out by making additional and supportive comments about your capabilities. When you send your resume

directly to a potential hiring authority by using their name and title, your resume and cover letter have even greater impact because you can differentiate yourself by addressing the hiring manager or recruiter by name and by customizing your message.

Below are five types of cover letters that will deliver mileage during your job search. Each is a composite letter I built from scouring the examples that appear later in the book, taking a word from one example and a phrases from another (this can be a useful technique to quickly build your own unique letters). In each example, I have underlined the borrowed phrases to give you an idea of how easy it is to create your own original documents with a little cut and paste. The five letters are:

1. *The Generic Letter.* Used when you do not know of a specific job but have the name of a contact or you are uploading to a resume bank that allows attachments.
2. *The Executive Briefing.* Always effective when you have knowledge of the job's requirements and especially so when you can address someone by name.
3. *The Online Posting Letter.*
4. *The Headhunter Letter.*
5. *The Networking Letter.* Good for getting the word out to the professional community about your search.

The Generic Letter

This letter is designed to be uploaded to a database as an attachment or sent to a potential hiring manager whose name you've garnered from your research. Of course, if you are sending this to an individual it should be personalized with a salutation at the very least, and will ideally include references to the company or the establishment of some common ground between you and recipient.

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Tech sales/key acct/closing/new territory dev/negotiation/customer service

Ref: Technical Sales Representative, listed on Monster.com

Dear Recipient Name:

With 3+ years in technical B-to-B sales. I have developed an expertise in new and key account acquisition, new territory development and management, contract negotiation, and customer service. **Ranked # 2 in my company** for new account acquisition for the year just ended, I am ready to make my first strategic career move. Such accounts include _____, _____, _____ and _____.

Familiar with blueprints, part number breakdowns, and the bidding process, I have **doubled my sales from \$40,000 to \$80,000 a month**. I am known for effectively identifying and resolving problems before they affect related areas, personnel, or customers.

I would welcome the opportunity to discuss with you how I might make similar contributions to the success of [_____] Corporation. My resume is attached for your review; I believe you will find me well qualified.

I look forward to hearing from you to schedule a personal interview at your convenience.

Sincere regards,

Your Name

(555) 555-1234

Attachment: resume

The Executive Briefing

The executive briefing is an effective cover letter to use *whenever you have information about a job opening* from an online job posting, a lead, or a prior conversation with one of your network contacts *and there is a good skill match*. The executive briefing gets right to the point and makes life easy for the reader. It introduces your resume, as well as customizing and supplementing it.

Why is an executive briefing so effective?

1. It quickly matches job requirements against the skills you bring to the table, making analysis much easier for the reader and a successful outcome more likely for you.
2. While an initial screener, someone who quickly sorts through cover letters and resumes to separate the wheat from the chaff, may not have an in-depth understanding of the job's requirements, the executive briefing matches the job's requirements, point-by-point to your abilities.
3. The executive briefing allows you emphasize your skills in a particular area or fill any gaps in your resume with job-specific information.
4. If an opportunity comes along that is a slam-dunk for you but your resume isn't up-to-date or doesn't have the right focus, the executive briefing allows you to bring that work history right up to date. What do you do when, having been asked for your resume and being forced to admit that it isn't up-to-date, a prospective employer asks to see it anyway? The executive briefing is a very professional quick fix for this kind of situation.

The executive briefing assures that each resume you send out addresses the job's specific needs. It provides a comprehensive picture of a thorough professional, plus a personalized, fast, and easy-to-read synopsis that details exactly how your background matches the job description.

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: **Assessment Coordinator** job posting

Dear Recipient Name:

Your posting on the *New York Times* website, on June 9, for an **Assessment Coordinator** seems to perfectly match my background and experience. As the International Brand Coordinator for Kahlúa, I coordinated meetings, prepared presentations and materials, organized a major off-site conference, and supervised an assistant. I believe that I am an excellent candidate for this position as I have illustrated below:

YOUR REQUIREMENTS

A highly motivated, diplomatic, flexible, quality-driven professional on every project.

Exceptional organizational skills and attention to detail.

College degree and minimum 3 years relevant business experience.

Computer literacy.

MY QUALIFICATIONS

Successfully managed project teams involving different business units. The defined end results were achieved

Planned the development and launch of the Kahlúa Heritage Edition bottle series. My former manager enjoyed leaving the "details" and follow-through to me. Coverdale project management training.

B.A. from Vassar College. 5+ years business experience in productive, professional environments.

Extensive knowledge of Windows & Macintosh applications.

I'm interested in this position because it fits well with my new career focus in the human resources field. Currently, I am enrolled in NYU's adult career planning and development certificate program and working at Lee Hecht Harrison.

My resume is attached for your review. If you believe that there is a match, as I do, please call me. Thank you for your consideration.

Sincere regards,

Your Name
(555) 555-1234
Administrator Healthcare

The Online Posting Letter

If you are writing as a result of an online job posting, you should mention both the website and any reference codes associated with the job:

"I read the job posting on your company's website on January 5th and felt I had to respond..."

"Your online job posting regarding a _____ on _____ .com caught my eye, and your company name grabbed my attention."

"This email, and my attached resume, is in response to your job posting on _____."

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: **Hydrogeologist/Groundwater Modeler:** solute transport modeling, quantitative skills

RE: Position of Hydrogeologist/Groundwater Modeler, Company Job ID: ACHZ4121-234059, AJB

Reference Number: 4950495, Job ID #0000BZ/BBBB

Dear Recipient Name:

I learned about your need for a Hydrogeologist/Groundwater Modeler with great interest, as my qualifications match your requirements for this position almost exactly. Please accept my attached resume for your review and allow me to explain briefly how I can contribute to _____.

With an MS Degree in Hydrologic Sciences and over 7 years of research experience, I have developed a strong background in advanced theories of solute transport modeling; consequently, I have developed effective quantitative skills and a practical understanding of the fundamental principles and concepts associated with hydrogeology.

My resume will provide additional details regarding my educational background and professional experience. Beyond these qualifications, it may be helpful for you to know that I have worked successfully in both independent and team project environments, adapt readily to rapidly changing work conditions, and enjoy the prospect of contributing to CRPH's "80-year reputation as a water industry leader" in the advancement of hydrogeologic and groundwater projects.

I would welcome the opportunity to interview for this position and discuss the results you can expect from me as a member of your team. Thank you for your time and consideration.

My resume is attached for your review

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

The Headhunter Letter

Headhunters deserve your respect. They are, after all, the most sophisticated salespeople in the world—they alone sell products that talk back! A headhunter will be only faintly amused by your exhortations to “accept the challenge” or “test your skills by finding me a job” in the brief moment before she practices hoops with your letter and the trash can.

When approaching and working with headhunters—whether they are working for the local employment agency, a contingency, or a retained search firm—bear in mind these two rules and you won’t go far wrong:

1. Tell the truth. Answer questions truthfully and you will likely receive help. Get caught in a lie and you will have established a career-long distrust with someone who probably possesses a very diverse and influential list of contacts.
2. Cut immediately to the chase in your letters and conversation. For example:

“I am forwarding my resume, because I understand you specialize in representing employers in the _____ field.”

“Please find the enclosed resume. As a specialist in the [RL] field, I felt you might be interested in the skills of a _____.”

“Among your many clients there may be one or two who are seeking a thorough professional for a position as a _____.”

Remember that in a cover letter sent to executive search firms and employment agencies, you should mention your salary and, if appropriate, geographic considerations. If you are going to work with headhunters productively, read the latest edition of *Knock 'em Dead: The Ultimate Job Search Guide*.

Here is an example of a cover letter you might send to a corporate headhunter:

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Health Management Professional

Dear Recipient Name,

With a 20+-year track record in the pharmaceutical industry, I believe that I have unique talents that could benefit one of your HMO clients. Some of the key capabilities that I could bring include:

- Design and implementation of health management programs. First-hand experience developing programs for asthma management, and directing programs that have delivered substantial savings to client firms.
- Managing the development and implementation of web-based services that are new revenue streams for my firm and value-added services to its physician customer base.
- Exceptional account relations skills. I currently call on and maintain business relationships with key client contacts at the highest levels.
- A broad understanding of the health care industry, which includes pharmaceutical sales and extensive interaction with health care professionals at all levels.
- National certifications from the University of Wisconsin in Quality Management and from the National Heart, Lung & Blood Institute.

I am confident that my knowledge and expertise would allow me to deliver successful results for one of your clients in the health care industry. I would enjoy speaking with you to explore potential client opportunities.

Please review my attached resume. Thank you for your time and consideration. Please call or e-mail me to arrange a convenient time for us to meet. As my employer is unaware of my job search, I trust that you will hold this correspondence in strict confidence and consult with me before releasing my materials to a prospective employer.

Your Name
(555) 555-1234
Attachment: resume

Networking Letters

Nothing works like a personal recommendation from a fellow professional. It is no accident that successful people in all fields know each other; they helped each other become successful because they stayed in touch. You get the most out of networking by being connected to your profession and the professionals within it. You'll want to check out networking strategies in the latest edition of *Knock 'em Dead the Ultimate Job Search Guide*.

There are important considerations to bear in mind with networking letters:

1. Establish connectivity. Recall the last memorable contact you had, someone that both you and the contact have spoken to recently. Use past employers, membership in professional associations, common interests, or a topical event as a bridge builder.

If you are writing (and calling) as the result of a referral, say so and quote the person's name if appropriate:

"I am writing because our mutual colleague, John Stanovich, felt my skills and abilities would be valuable to your company . . ."

"The manager of your San Francisco branch, Pamela Bronson, suggested I contact you regarding the opening for a _____."

"I received your name from Henry Charles, the branch manager of the Savannah Bank last week, and he suggested I contact you. In case the resume he forwarded is caught up in the mail, I've enclose another."

"Arthur Gold, your office manager and my neighbor, thought I should contact you about the upcoming opening in your accounting department."

2. Tell them why you are writing:

“It’s time for me to make a move; my job just got sent to Mumbai, India, and I’m hoping you could help me with a new sense of direction.”

3. Do not talk about your ideal job. This only narrows the opportunities people will tell you about. Instead, just let contacts know your qualifications/experience and the job title you are most likely to work under. Don’t let ego cost you a valuable job lead.
4. Ask for advice and guidance:

“Who do you think are the growing companies in the area today?”

“Could you take a look at my resume for me? I really need an objective opinion and I’ve always respected your viewpoint.”

5. Never ask directly, “Do you have a job?” “Can you hire me?” or “Can your company hire me?” Instead, ask to talk on the telephone for a few minutes. Then by all means ask for leads within specific target companies.
6. When you do get help, say thank you. If you get the help in conversation, follow it up in writing: the impression is indelible and it just might get you another lead.

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: **I bumped into Father O'Donald at church**

Dear Recipient Name,

Talk about small coincidences. I bumped into Father _____ at church this past Sunday and learned that St. _____ is opening a new foster care division this coming March. One word led to another, and he told me that Little Lamb Foster Care & Adoptive Services is in desperate need of social workers and foster/adoptive care counselors to fill several positions.

You might not recall my name, but hopefully I can help you to remember our meeting. I participated in an interview with you in early May of 2010 for the position of **Foster Care Counselor with Little Lamb's _____ facility**.

We discussed my involvement with _____ Youth & Family Counseling Program at great length, and agreed I would be well suited for a similar position with Little Lamb as an Adoptive Care Counselor. Unfortunately, the lack of state and federal funding was reduced that month leaving you with no other choice but to put a freeze on hiring.

As you can imagine, I am thrilled to learn of Little Lamb's new foster care program, and would welcome the opportunity to meet again to pick up where we left off. For your convenience, I am attaching my resume for your review. Thank you for your reconsideration. I look forward to speaking with soon.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume



3

Know the Job, Know Your Customer

When you listen to what your customers are saying, you will find that they will usually tell you what they want to hear.

If your job is in sales, marketing, marketing communications, or in any way close to bringing in revenue for your employer, you will understand the importance of “getting inside your customer’s head” to find out what is important to them, because this allows you to sell the product or service based on the customer’s needs. If you are not connected to revenue generation, you might not know this; either way, understanding what is important to your customer (the employer) is very helpful for anyone engaged in a job search because it helps you understand what it is that customer wants to buy. Knowing what a customer wants to buy makes it much easier to customize your message to their needs.

Now in applying this to your job search we have bad news and good news. First the bad news:

Normally you have to get into conversations with your customers to find out what it is they want to buy.

Good news: Fortunately the insights are all available to you in *job postings*. Let me just repeat that, because it's very important: *All the insights you need about your target job are already available to you in job postings*. All you need do is learn how to translate it into useable information, which is what we are going to do now.

On the next couple of pages is a simple exercise called Target Job Deconstruction (TJD). *Do not skip this exercise:* it can make an enormous difference to this job search and to your entire future career development. It will tell you precisely how to prioritize the information you offer employers, and will give you illustrations for your letters, not to mention a new way of looking at your work and what it is you actually get paid for. Last but not least, you will learn the focus of questions at interviews for this job, and will have armed yourself to answer them with illustrations from your work history.

The Target Job Deconstruction process comes from *Knock 'em Dead Resumes & Templates*, and was designed to help you create the most powerful resume possible. If you have read *Knock 'em Dead Resumes*, you already understand the importance of the TJD and, having completed the exercise, know exactly what your customers want to hear about, what you have to tell them, and how you can tell them best. So if you have already completed a TJD, pull it out and skip to the end of this section.

The TJD is geared toward determining the precise requirements of the job you want, matching your skills set to those requirements, and identifying the story you need to tell in your cover letter and resume to make these documents effective. The most difficult part of any letter is knowing what to say and how to say it, but this approach ensures that the topics your letter addresses are going to be of the highest relevance to your customers and that the words you should use will have greatest likelihood of resonating with the reader.

Target Job Deconstruction

Step 1. Collect six job postings for jobs you can do and jobs you would enjoy. If you are interested in more than one job you must prioritize them.

Step 2. Create a new document and title it “TJD for _____ (your chosen target job title)”

Step 3. Start with a first subhead reading “Target job titles.” Then copy and paste in all the variations from your samples. Looking at the result, you will be able to say, “When employers are hiring people like this, they tend to describe the job title with these words.” From this you can come up with a generic Target Job Title to use in your cover letters (and as a target job title for your resume) that is likely to cast the widest net.

Step 4. Add a second subhead to the TJD: “Skills/Responsibilities/Requirement/Deliverables, etc.”

Step 5. Look through the job postings (it might be easier to print them out and spread them across your desk). You are looking for a requirement that is common to all of your job postings. When you find both the requirement and the most complete description of it, copy and paste it into your document beneath the second subhead (with a #6 beside it, signifying it is common to all six of your samples).

Underneath, add any additional words and phrases used in the other job postings to describe this same area. Repeat this exercise for any other requirements common to all six of your job postings.

Step 6. Repeat the exercise but now consider requirements common to five of the jobs, then four, and so on, all the way down to those requirements mentioned in only one job posting.

You now have something unique: a template for how employers prioritize and express their needs when they hire someone like you.

Step 7. At their most elemental level, all jobs are the same—they all focus on problem identification, avoidance, and solution. No matter what your job title is, you are being paid to

prevent problems occurring whenever possible within your areas of responsibility and to solve them whenever they do crop up.

Imagine yourself, for a moment, as a hiring manager looking at a cover letter and accompanying resume. Is this exactly the person you are looking for—someone who recognizes and knows how to handle the challenges of the job? Of course it is. When you as a job seeker understand the underlying problem-solving nature of your target job, you gain a valuable insight into the mind of every recruiter, interviewer, and hiring manager you are ever going to meet.

Step 8. Now go back to your TJD and start with that first requirement, the one common to all six job postings. Note the problems you will typically need to identify, solve, and/or prevent in the course of a normal workday as you deliver on this requirement of the job. Then list specific examples, big and small, of successful identification, prevention, and/or solution to such problems that you've performed in the past.

Step 9. Repeat this with each of the TJD's other requirements, identifying the problems that come up with execution of each aspect of the job and examples of how you deal with them. You'll want to include some of these examples in your cover letters. Others you'll use in your resume, and additional examples will provide you with the ammunition to answer all those interview questions that begin, "Tell me about a time when . . ." Still others may appear in the follow-up letters after the interview.

Step 10. Look at each of the deliverables/requirements you identified in steps 5 and 6, and for each one think of the *best* person you have ever seen doing this job and what made him or her stand out. Describe his or her performance, professional behavior, interaction with others, and appearance.

This step has importance for today, tomorrow, and for your long-term success. This is the behavioral profile interviewers want to see in your cover letters, your resume, and at job interviews, and this is the person they would love to see showing up to work every day. In fact,

this is the exact behavioral profile of the person who gets welcomed into the inner circle and gets the plum assignments, raises, and promotions.

Repeat this behavioral identification exercise for each and every requirement listed in your TJD.

Step 11. Think of the *worst* person you have ever seen doing this job and answer for yourself what made that person stand out in such a negative way. Describe his or her performance, professional behaviors, interaction with others, and appearance. You are describing the person that no one wants to hire or work with; this valuable step gives you a behavioral profile for professional suicide.

Once you complete and review your TJD, you will have a clear idea of exactly the way all employers think about, prioritize, and express their needs when they hire someone for the job you want. This tells you exactly the points to put in your cover letter that are most likely to get a positive response and prepares you in other ways for job interviews and for success in the job you ultimately choose as your next step.



4

Know Yourself and Develop a Professional Brand

Competition is always fierce in a job search, so how you differentiate yourself from that competition is always a big part of success.

Understanding who you are and what you bring to the party is important; after all, you are a product, a professional commodity that has to be sold to a customer. The smarter your packaging and positioning of this product, the greater your success.

This packaging and positioning of the professional you goes beyond the job search. Part and parcel of achieving long-term career success is establishing credibility and a gradually increasing visibility within your department, your company, your local professional community, and perhaps ultimately your profession on a national or international basis. This does not happen by accident: to achieve credibility and visibility, it helps to be aware of how you are perceived and how you

can manage that perception, by managing your behavior and by managing the way you are seen. When you consciously package your professional skills and behaviors for public consumption, you are engaged in establishing a professional brand. Branding is an ongoing process, and a job search is one of the times when it is natural to refine and re-energize your professional brand. This time, let's just take it a little further and make it an integral part of your professional persona. If you have read the latest edition of *Knock 'em Dead Resumes & Templates*, you already know how to integrate a professional brand into your resume. In this chapter, we'll talk about the issues and challenges of understanding yourself in this new way, as a product and a brand, and about how to communicate branding through your letters.

Anyone serious about career development is serious about professional brand development. When you create a professional brand as part of an overall career management strategy, it gives you focus and motivation and others an easy way to differentiate you. Think of your brand as a more thoughtful way of defining how you want to be seen in your professional world. Your resume and all the letters you write during a job search are the primary tools for advertising your brand with a focused and consistent message. To get your message across, you need to do three things:

1. Define who you are.
2. Live the professional life you aspire to, become today the person you dream of becoming tomorrow.
3. Communicate your message through what you do and how you position yourself in written communications.

If you are inconsistent in this messaging, you will suffer brand dislocation, and you are wasting your time.

Written communication is a central component of professional brand development. Because we can edit and rewrite, there are things we can say more clearly in writing than we can in person. It

is easy for an interviewer to forget what someone is like, how they talk and what they say, but the written word has the capacity to bring you and your candidacy back to life again in the interviewer's mind.

Your cover letter enables you to mark yourself out from the moment of introduction, And throughout the interview cycle, the other letters you write further this process of differentiation. It's an ongoing narrative that defines a clear image of a unique, consummate professional; it helps create the desirable professional brand we're working on.

How To Identify the Components of Your Brand

A professional brand requires that you identify those skills and behaviors that, combined, make you different and desirable. It's the encapsulation and conscious positioning of your best professional qualities.

Since your customers have the last word on what's best and most desirable, it helps to understand what employers believe are important professional qualities. If you understand that, you won't set about branding the wrong attributes.

If you are involved in a job search you have almost certainly heard about and are terrified by the prospect of behavioral interviews. This common selection approach is based on identifying how you behaved in specific situations in the past, the intent being to determine if you have developed desirable behaviors, because the way you behaved in the past predicts how you will behave in the future. The behavioral interviewing techniques you will face during job interviews are used to help the interviewer determine your possession of particular behaviors or skills, not just any.

There are particular skills, values, and behaviors that are admired by employers the world over. Most often referred to as transferable skills, they are at the heart of all professional success because they can be applied in any job and at any level in all professions; these skills are also frequently referred to as learned behaviors and some of them have been called core values.



Build and Leverage Transferable Skills, All the Time

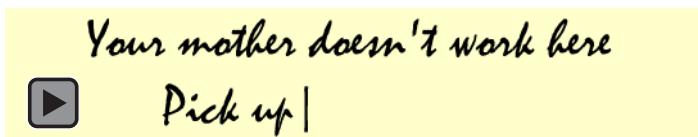
The theme of strong transferable skills runs through all my work, just as it does through all successful careers. While, for example, you'll learn how to leverage these skills at job interviews in the latest edition of *Knock 'em Dead: The Ultimate Job Search Guide*, you first identify and integrate them into your life and into your professional brand as you analyze and package the professional you in a resume and job search letters.

When you identify one of these transferable skills, learned behaviors, and core values as something you possess, knowing its value to all employers naturally becomes a small part of your brand identity. I say a small part because there are twelve of these skills, behaviors, and values, each of which plays a small but integral role in defining the consummate professional.

When you identify a skill, behavior or core value as a trait you *need to develop*, immediately make it part of your ongoing personal development program, because *developing* these attributes underlies your long-term survival and success.

Transferable Skills, Learned Behaviors, and Core Values

We develop these desirable skills, behaviors, and values largely as a result of our experiences in the workplace. Remember that first day on your first job, when you eventually got up the courage to go forage for a cup of coffee? You found the coffee machine, and there stuck on the wall was a handwritten sign:



You thought, "Pick up after myself? Gee, I gotta learn a whole new way of behaving," and so you started to observe and emulate the more successful professionals around you, and slowly

developed a whole slate of learned behaviors and transferable skills that helped you succeed in job after job throughout your professional life.

There is a specific slate of these skills that is deemed to be integral to success in every job, at every level, in every profession anywhere in the world. The full list of these skills includes:

- Communication
- Time management and organization
- Creativity
- Technical
- Determination
- Productivity
- Critical thinking
- Teamwork
- Leadership
- Motivation
- Integrity
- Systems & Procedures



Transferable skills, behaviors, traits, or values. I've heard them called all of these. Which is right?

Behavioral psychologists, management, and career management theorists have been thinking and writing about professional success and behavior for many years. They most commonly refer to these “attributes” as transferable skills, learned behaviors, or developed behaviors; they are equally accurately referred to as values: personal values, professional values, and so on. For example, you recognize that you have communication *skills* and may take them for granted, but when you learn the complexity and interaction of the eight subtle skills that make up effective professional communication, you will see them in a different light, as a consciously developed suite of *behaviors* the possession of which can equally be defined as a skill. Don’t get hung up on the terminology.

Develop and apply them every day in your professional life and you will gradually become more credible, more visible.

That you are in possession of these skills is one thing. That I *know* you are in possession of them is another thing altogether. If development and application of these skills is essential to success and establishment of a valid professional brand, then the importance of their presence in all your written communication, your interviews, and your everyday activities should be an obvious step in framing and promoting that brand.

As you read through the breakdown of these skills and values, you'll see, for example, "communication," and think, "Yes, I have good communication skills." When this happens, come up with examples of when and how your communication skills played an important role in the successful completion of an assignment, so you can show the skills in action.

You will read about "time management and organization," and might say, "Now *there*'s something I have to work on." In this instance you have identified a transferable skill that needs work, and you can immediately set about a personal development program; you'll find links for skill development as we discuss each one in detail.

The insights you gain about the value of the transferable skills, behaviors, and values you possess and how they differentiate you from others is an important step towards the success of your job search. The examples of your application of the these skills or the impact of these values on your work deliverables can be used by direct reference and by inference in your all your job search letters to make positive statements about your candidacy.

I have broken this list of critical attributes into three sections:

1. Transferable skills
2. Professional values
3. Business values

Transferable Skills

In the United States, the National Association of Colleges and Employers (NACE), made up of major corporation recruiters and university career services professionals, has defined seven transferable skills that every professional entering the workplace should develop as a prerequisite for success. NACE sees these skills as being critical for success in every professional job.

Technical

Click **Play** to listen to Martin discuss teamwork skills:



The technical skills of your profession are the foundation of all success; without them you won't even land a job, much less succeed in your career.

Technical skills speak to your *ability* to do the job, those essentials necessary for success in the day-to-day execution of your duties. Having technical skills means you know which tools are needed for a particular task and possess the know-how to use them productively and efficiently. These skills vary from profession to profession and do not refer to anything technical *per se* or to technology skills.

However, it is a given that one of the technical skills essential to every job is technological adaptivity. You must be proficient in all the computer and Internet-based applications relevant to your work. Even when you are not working in a technology field, strong technology skills will improve employment stability, help you leverage professional growth, and increase your marketability when you need to make a strategic career move.

When people are referred to as "professionals," it means they possess the appropriate technical and technology skills necessary for success in their profession and have interwoven them with the other six major transferable skills. Staying current with the essential technical and technology skills of your chosen profession is going to be an integral part of your ongoing professional growth and stability. Mentioning that quick course you just completed to upgrade your computer skills could be the perfect end to a cover or follow-up letter.

You can find useful links for developing this professional skill at:

- www.mindtools.com/pages/main/newMN_ISS.htm

- www.mindtools.com/page8.html
- www.mindtools.com/pages/main/newMN_TED.htm

Communication

Click **Play** to listen to Martin Yate discuss communication skills:



Without communication I live in silence and isolation. With communication I make things happen in my life.

As George Bernard Shaw said, “The greatest problem in communication is the illusion that it has been accomplished.” Every professional job today requires communication skills; promotions and professional success are impossible without them. Good verbal communication skills enable you to accurately process incoming information, and considering the interests and sophistication of your audience, present outgoing information persuasively so that it is understood and accepted.

But communication embraces much more than listening and speaking. When the professional world talks about communication skills, it is referring to:

Four primary communication skills

and

Four supportive communication skills

The primary communication skills are:

Verbal skills—What you say and how you say it.

Listening skills—Listening to understand, rather than just waiting for your turn to talk.

Writing skills—Your ability to craft succinct, clear messages. Excellent written

communication is essential for any professional career. It creates a lasting impression of who you are, and it's an important expression of your professional brand. Good writing in your letters can score you big points.

Technology communication skills—Technology has changed the way we communicate and your ability to navigate the new communication media can and will impact your professional success.

The four supportive communication skills are subtler, but nevertheless, they impact every interaction you have with others; they are:

Grooming and dress—Personal grooming and dress tell others who you are and how you feel about yourself, so it's important to manage that message.

Social graces—How you behave and how you treat others is always noted, and if your table manners are sketchy, odds are you'll never sit at the chairman's table or represent your organization at events of any importance.

Body language—Our bodies subconsciously display how we are feeling; humans learned body language before they invented speech. For truly effective communication in any aspect of your life, what your mouth says must be in harmony with what your body expresses.

Emotional IQ—Especially at those times when you are under stress, you must behave like a consummate professional and not retreat emotionally to childhood behaviors. For success, understand and manage your Emotional IQ.

Develop effective communication skills in all these areas and you'll gain enormous control over what you can achieve, how you are perceived, and what happens in your life.

Here are some additional resources:

Verbal Skills

- www.wordsmith.org/awad/index.html
- www.mindtools.com/page8.html
- www.latrobe.edu.au/careers/students/employable/toolkit-communication.html

Listening Skills

- www.mindtools.com/CommSkill/ActiveListening.htm

Writing Skills

- www.collegeboard.com/student/plan/boost-your-skills/123.html
- www.mindtools.com/CommSkill/WritingSkills.htm
- www.smashingmagazine.com/2009/06/28/50-free-resources-that-will-improve-your-writing-skills/
- www.essortment.com/all/howtoimprovew_rgka.htm

(scroll down on this one)

Body Language

- www.helpguide.org/mental/eq6_nonverbal_communication.htm#improving
- www.personadev.com/2008/04/07/10-tips-to-boost-your-body-language-skills/
- www.positivityblog.com/index.php/2007/09/10/how-to-improve-your-social-skills/

Social Graces

- www.menshealth.com/cda/article.do?site=MensHealth&channel=style&category=style,file_s&conitem=9d0ade1302eec010VgnVCM10000013281eac
- www.74.125.95.132/search?q=cache:K_C2KdAZvgkJ:www.toi.edu/Training%2520Materia ls/leading%2520spiritual%2520movements/Student%2520Notes/F1Social%2520Graces.doc+improve+social+graces+skills&cd=17&hl=en&ct=clnk&gl=us&client=safari

Dress and Grooming

- www.tips.learnhub.com/lesson/2800-tips-on-business-dress-etiquette-and-grooming
(guys, scroll down)
- www.womeninbusiness.about.com/od/businessattireforwomen/a/groomingtips.htm
- www.deed.state.mn.us/cjs/dress.htm
- www.jobs.utah.gov/jobseeker/guides/07_33.pdf

Emotional Intelligence

- www.psychology.about.com/lr/emotional_intelligence/337325/1/

Emotional Intelligence Quiz

- www.psychology.about.com/library/quiz/bl_eq_quiz.htm?questnum=1&cor=3331

Teamwork

Click **Play** to listen to Martin discuss teamwork skills:



If you become a successful leader one day, it will be due to the fact that you were a great team player first. That's the way it works.

The professional world revolves around the complex challenges of making money, and that requires teams of people to provide ongoing solutions. This, in turn, demands that you work efficiently and respectfully with others who have different responsibilities, backgrounds, objectives, and areas of expertise.

Teamwork asks that a commitment to the team and its success comes first. This means you take on a task because it needs to be done, not because it makes you look good. The payback, of course, is that management always recognizes and appreciates a team player.

As a team player you:

1. Always work cooperatively
2. Always make decisions based on team goals
3. Always keep team members informed
4. Always keep commitments
5. Always share credit, never blame

Teamwork skills are especially important if you intend to be a leader, because all successful leaders need to understand the critical dynamics of teamwork. It is only by being a team player that you come to grasp the subtleties of what makes a team pull together and function productively as a unit. You also learn how to recognize and encourage those who display a team spirit; and this means in turn that today's leaders will recognize those qualities in you. So if you intend to be a leader, learn to be a team player.

Check out these skill development links:

- www.hku.hk/cepc/taccasu/ref/teamwk.htm
- www.latrobe.edu.au/careers/students/employable/toolkit-teamwork.html

Critical Thinking

Click **Play** to listen to Martin discuss critical thinking skills:



You know to come in from the rain, right? Then you know critical thinking impacts everything you do in life.

Life and the world of work are full of opportunities, and every one of those opportunities is peppered with problems. With critical thinking skills you can turn those opportunities into

achievement, earnings, and fulfillment.

This is the application in the professional world of all those problem-solving skills you've been developing since grade school: a systematic approach to uncovering all the issues related to a particular challenge that will lead to its solution.

Critical thinking, analytical, or problem-solving skills allow the successful professional to logically think through and clearly define a challenge and its possible solutions, and then to evaluate and implement the best solution for that challenge from all available options.

You examine the problem and ask questions:

- What's the problem?
- Who is it a problem for?
- Why is it a problem?
- What is causing this problem?
- What are the options for a solution?
- What problems might a given solution create?
- What is the most suitable solution in this situation?

Some of these questions may seem too obvious to bother with, since you perform them automatically and unconsciously. However, experienced problem solvers (not to mention centuries of great inventors) know that the most difficult problems are often solved by getting back to basics. You look through the factors affecting each possible solution and decide which solutions to keep and which to disregard. You look at the solution as a whole and use your judgment as to whether to put it into effect or not. Once you have decided on a course of action, you plan out the steps, the timing, and the resources to make it happen.

- How long will it take to implement this solution?
- How much will it cost?

- What resources will I need?
- Can I get these resources?
- Will it really solve the problem to everyone's benefit?
- Will this solution create its own problems?

Einstein said that if he had one hour to save the world he would spend fifty-five minutes defining the problem. It's a thought worth remembering, because a properly defined problem always leads to a better solution. Fifty percent of the success of any project is in the prep, and critical thinking is an integral part of preparation.

Check out these skill development links:

- www.latrobe.edu.au/careers/students/employable/toolkit-ps.html
- www.litemind.com/problem-definition/
- www.mindtools.com/pages/main/newMN_TED.htm
- www.mindtools.com/pages/main/newMN_TMC.htm
- www.virtualsalt.com/crebook3.htm

Time Management and Organization

Click **Play** to listen to Martin discuss time management and organization skills:



With time management and organization (TM&O) skills you can bring your dreams to life.

Without them you will forever spin in underachieving circles.

There are two types of people in the world: the task-oriented, who let tasks expand to fill all the time allotted to them, and the goal-oriented, who organize and prioritize and strive to get all work completed in an orderly manner and as quickly and efficiently as quality will allow. One group has learned how to organize their activities and manage their time. Take one guess which has the

most successful and fulfilled lives.

The ability to manage time and organize activities increases productivity, and the people who do this are often thought of as high achievers and goal-oriented because they get so much done. In fact, these are just people who learned how to organize themselves and consequently work with more purpose. They can multitask and seriously outperform their peers.

With TM&O, you make a To Do list, then ABC prioritize.

- The A's absolutely must be done today. "A" priority activities always get your full attention; the other activities fill in around them. Just remember, your boss's priority is *always* your priority!
- It would be nice to get the B's done today. These are the first activities to fill in around your A priorities.
- Items on the C list need to get done, but they aren't urgent or they're someone else's priority. These fill in odd moments, unless approaching deadlines move them up to B and A status.

Having a physical To Do list handy means you always have work to do, and referring to it keeps you maximally productive and on track. Make a habit of this for twenty-one days and you will see *big* changes in your productivity.

Another TM&O technique that encourages productivity without increasing effort is the daily Plan/Do/Review cycle. Always set aside time at the end of the day to review what happened:

- What went well and why?
- What didn't go so well, and what can you do about it?
- What new projects have landed on your desktop?
- What are their A/B/C priority?
- Identify your A's for tomorrow.

Look at each “A” priority separately and identify exactly where you will jump in on this project tomorrow, what you hope to achieve, and the tools you’ll need to do so. “A” priorities will frequently include large and complex projects, so where do you begin? Break the big task into smaller action steps, things that you can get done tomorrow. Because the professional world is full of incredibly complex ongoing activities that demand good organization skills, TM&O skills are at the very heart of your ability to achieve professional success. Developing these skills enables you to do the things you have to do, when they ought to be done, in an organized and professional manner.

Check out these links:

- www.latrobe.edu.au/careers/students/employable/toolkit-planning.html
- www.mindtools.com/pages/main/newMN_HTE.htm

Creativity

Click **Play** to listen to Martin discuss teamwork skills:



There's a difference between creativity and just having ideas. Ideas are like headaches: we all get them once in a while, and like headaches they usually disappear as mysteriously as they arrived. Creativity, on the other hand, is developing those ideas with the strategic and tactical know-how that brings them to life.

Creativity in a professional context is the generation of new ideas as they relate to a specific situation, challenge, or goal. It is a skill that can be learned and applied to anything you do in life. The ability to bring life to your professional creativity comes from:

- ...Your critical thinking skills, which you apply within an area of your technical expertise.
- ...The TM&O skills that combine with your critical thinking skills and technical expertise

and enable you to break your challenge down into specific steps. Each step is broken down into actions, each one small enough that some meaningful progress can be made on it today. This is how you achieve forward momentum on complex projects.

- ...the communication skills that empower you to explain your approach and its component building blocks persuasively to your target audience. This combines with your teamwork skills whenever others are needed to bring the idea to fruition.
- ...Your leadership skills, which come into play as you lead your new ideas forward through all the challenges as you bring them to life.

Creative approaches to challenges can take time to develop or can come fully formed in a flash. The longer you work on developing the supporting skills that bring creativity to life, the more often they will come fully formed and in a flash.

Here are five rules for building creativity skills:

- Whatever you do in life, engage in it fully. Commit to developing competence in everything you do, because the wider your frame of reference for the world around you, the higher octane fuel you have to propel your ideas to acceptance and reality.

Learn something new every day; treat the pursuit of knowledge as a way of life. Absorb as much as you can about everything. Information exercises your brain and fills your mind with information and the ever-widening frame of reference that allows you to make creative connections where others won't see them.

Ideas are fleeting. Learn to catch them as they occur, noting them in your PDA (Personal Digital Assistant) or jotting them on a scrap of paper. Anything will do so long as you capture the idea. Welcome restrictions in your world. They encourage creativity—ask any successful writer, artist, musician, or business leader. Tight deadlines, lack of resources or clarity on the topic to be challenged, are just a few examples of restrictions that can kickstart your creative process. All restrictions/problems challenge you to look at things differently.

Don't spend your life glued to Facebook or the TV. You need to live life not, watch it go by out the corner of your eye. If you do watch television, try to learn something or motivate yourself with science, history, or biography programming. If you surf the Internet, do it with purpose.

Building creativity skills enables you to bring your dreams to life. The development of each of these seven interconnected transferable skills will help you do it.

Check out this link for more insights on creativity.

- www.mindtools.com/pages/main/newMN_CT.htm

Leadership

Click **Play** to listen to Martin discuss teamwork skills:



“A leader has two important characteristics; first, he is going somewhere; second, he is able to persuade other people to go with him.” The guy who said this, Robespierre, was a principal figure in the French Revolution and literally changed the world.

As you develop teamwork skills, which is a must if you ever hope to lead, you'll see that people are willing to follow true leaders but don't fall in line with those who don't respect them and who don't have their best interests at heart.

When you are credible, when people believe in your competence and believe you have everyone's success as your goal, those people will follow you. As a leader you accept responsibility for all outcomes, but your team gets the credit when things go well. When your actions inspire others to think more, learn more, do more, and become more, you are on your way to becoming a leader.

Your job as a leader is to make your team function, so your *teamwork* skills give you the smarts to pull your team together as a cohesive unit.

Your *technical expertise*, *critical thinking*, and *creativity* skills help you correctly define the challenges and their solutions.

Your *communication* skills enable your team to understand its tasks and goals. There's nothing more demoralizing than a leader who can't clearly articulate why we're doing what we're doing.

Your *time management and organization* skills enable you to create a practical blueprint for success and for your team to take ownership of the task and deliver the expected results.

Leadership is the most complex of all the transferable skills that you will develop to make a success of your professional work life. It is a combination and the resulting outgrowth of all the seven transferable skills. Leaders aren't born, they are self-made and they are made just like anything else: through hard work. That's the price you pay to achieve this or any other serious goal.

For advice on how to further develop this skill check out these links:

- www.mindtools.com/pages/main/newMN_LDR.htm
- www.mindtools.com/pages/main/newMN_PPM.htm
- www.crfonline.org/orc/ca/ca-2.html
- www.top7business.com/?id=2113
- www.businessballs.com/leadership.htm
- www.career-success-for-newbies.com/developing-leadership-skills.html

Professional Values

Motivation and Energy: Employers realize that a motivated professional will do a better job on every assignment. Motivation expresses itself in a commitment to the job and the profession, an eagerness to learn and grow professionally, and a willingness to take the rough with the smooth.

Motivation is invariably expressed by the *energy* someone demonstrates in his or her work, and is

demonstrated by always giving that extra effort to get the job done and get it done right.

Commitment and Reliability: These qualities include dedication to your profession and understanding of the role it plays in the larger issues of company success. Knowing how your role contributes to the greater good gives you strong commitment and reliability.

Dedication to your profession is also a matter of enlightened self-interest. The more you are engaged in your career, the more likely you are to join the inner circles that exist in every department and company, enhancing opportunities for advancement. At the same time, this dedication will repay you with better job security and improved professional horizons.

Your dedication will also express itself in your *reliability*: Showing up is half the battle; the other half is your performance on the job. This requires following up on your actions, not relying on anyone else to ensure the job is done and done well.

Determination: Determination is the quality of a resilient professional who doesn't get worn down and who doesn't back off when a problem or situation gets tough. It's a value that indicates a person who chooses to be part of the solution rather than standing idly by and being part of the problem.

The determined professional has decided to make a difference with his or her presence every day, because it is the right thing to do and because it makes the time go faster.

The determined professional is willing to do whatever it takes to get a job done, even if that includes duties that might not appear in a job description. For more on this point, see "[The Vacuum Theory of Professional Growth](#)."

Pride and Integrity: Taking pride in yourself as a professional means always making sure you do your job to the best of your ability. It means paying attention to the details and to the time and cost constraints. *Integrity* means taking responsibility for your actions, both good and bad, and it also means treating others, within and outside of the company, with respect at all times and in all

situations. With pride in yourself as a professional with integrity, your actions will always be in the ethical best interests of the company, and your decisions will never be based on whim or personal preference.

Business Values

Companies have very limited interests: making money, saving money (the same as making money), and saving time (which saves money and makes time to make more money). Actually, you wouldn't want it any other way, as it is this focus that makes your paycheck good come payday. *Developing business values that demonstrate sensitivity to the profit imperative of a business endeavor is the mark of a true professional.* These are all qualities that should be reflected in your personal brand, which in turn should translate into your job search letters and resume.

Productivity: You should always work toward enhanced productivity through efficiencies of time, resources, money, and effort. Most problems have at least two solutions, and the expensive one isn't always the best. Ideas of efficiency and economy engage the creative mind in ways that others would not consider.

Systems & Procedures: You recognize the need for systems and procedures and that they are implemented only after careful thought. You understand and always follow the chain of command and don't implement your own "improved" systems and procedures or organize others to do so.

As you develop this suite of transferable skills, learned behaviors, and professional values, your confidence in taking on new challenges will grow. You'll ask questions, look at challenges calmly and at mistakes squarely, and have the confidence to make changes to eradicate those mistakes. In short, you develop the quiet confidence of a consummate professional who can deliver the goods.

Have you identified the transferable skills you possess and skill development programs for the ones you don't? You know you can improve in each of these areas, so why not take the lead in

building your strengths? All of this is in your own interest. Where you have identified yourself as having this transferable skill, have you come up with examples of that skill in action as you execute your professional duties? You'll be using these examples to build your letters and answer interview questions with apt illustrations, so don't skimp on this.

Now that you have looked at the skills and values that mark successful professionals the world over, let's move on to pinpointing your competitive difference. This is another theme that must run throughout all your job search letters.

Identifying Your Competitive Difference

The people who can hire you must first separate you from other candidates. Your letters will reflect the qualities we discussed above, and this will help in that process, but we need more ammunition to make sure you stand out in the hiring manager's mind.

The following questionnaire will help you identify the differentiators that help make you unique. Each of these differentiators is a component of your professional brand. Going through the questionnaire, you aren't going to discover anything earth shattering—just a continuum of behaviors and values you've always had but whose importance you've perhaps never really understood. "Of course, I knew that," you'll exclaim. It will then be logical and natural to integrate the essence of your competitive difference into your written communications.

Click [here](#) to download an MS Word version of The Competitive Differentiation Questionnaire.

The Competitive Differentiation Questionnaire

List and prioritize the transferable skills, behaviors, and values that best capture the essence of the professional you.

Which of the transferable skills, behaviors, and values have you marked for further professional development? What are you going to do about it?

What skills/behaviors/values or other characteristics do you share with top performers in your department/profession?

What have you achieved with these qualities?

What makes you different from others with whom you have worked?

What makes you different from others with whom you have worked?

1. _____
2. _____

-
-
3. _____
4. _____

What do you see as your four most defining professional skills/behaviors/values and how does each help your performance?

1. _____
2. _____
3. _____
4. _____

How do your most defining professional traits help you contribute to the team?

1. _____
2. _____
3. _____
4. _____

How do your most defining professional traits help you contribute your departmental goals and to your boss?

1. _____
2. _____
3. _____
4. _____

Why do you stand out in your job/profession?

If you realize you don't stand out and you want to, explain in a few sentences why the people you admire stand out. What plans do you have for change?

In what ways are you better than others at your workplace who hold the same title?

What excites you most about your professional responsibilities?

What are your biggest achievements in these areas?

What do your peers say about you?

What does management say about you?

What do your reports say about you?

What are your top four professional skills?

Skill #1:

Quantifiable achievements with this skill: _____

Skill #2:

Quantifiable achievements with this skill: _____

Skill #3:

Quantifiable achievements with this skill: _____

Skill #4:

Quantifiable achievements with this skill: _____

What are your top four leadership skills?

Skill #1:

Quantifiable achievements with this skill: _____

Skill #2:

Quantifiable achievements with this skill: _____

Skill #3:

Quantifiable achievements with this skill: _____

Skill #4:

Quantifiable achievements with this skill: _____

What do you believe are the three key deliverables of your job?

1. _____

2. _____

3. _____

4. _____

What gives you greatest satisfaction in the work you do?

*What **value** does this combination of skills, behaviors, values and achievements mean that you bring to your targeted employers?*

Now compile endorsements. Looking at each of your major areas of responsibility throughout your work history, write down any positive verbal or written commentary others have made on your performance.

After rereading your answers, make three one-sentence statements that captures the essence of the professional you and your competitive difference.

*Take these three statements and rework them into one sentence. **This is your competitive difference.***

Integrating a Professional Brand into Your Letters

The last four items on the questionnaire should define your competitive difference and objectively sum up the professional you. These become the basis of the branding statements you use in your resume, job search letters, and other written communications when it is necessary to talk about yourself. Sometimes these will be bold statements and at other times an inference or subtle reference to make a point.

Job search letters are short documents with much to convey. Your cover letters and job search letters should all support your professional brand by their look and by referencing the opening and/or closing brand statements from your resume. (See [Knock em Dead Resumes & Templates](#).)

Subsequent letters should similarly reference the brand—though not with exactly the same words—but by addressing the same consistent skills/behaviors/values that you have realized differentiate you as a professional commodity.

Target Job Title and Branding Statements

Your professional brand is communicated *throughout* your cover letter and resume, and especially with opening and closing brand statements.

The brand statement that you created in the Differentiation Questionnaire says, in effect, “These are the benefits my presence on your payroll will bring to your team and your company.” As seen in *Knock em Dead Resumes*, a brand statement can be very effective at the beginning of your resume, as an opening statement after your Target Job Title, and again as a closing statement at its very end. Now, in your cover letter - *the personal document that introduces the professional you* - you have the opportunity to foreshadow the brand statement by using a sentence that echoes the same sentiments.

Then in subsequent communications as you progress through the selection cycle, you will find different ways to create resonance between your professional brand and the reader, with references to the twelve transferable skills, behaviors and values.

Professional brand statements often start with an action verb such as, “Poised to”: “With 12 years’ experience I am approaching the top of my game and I am poised to deliver....” Another common action verb is: “Dedicated to”: “I care about those less fortunate and my whole public service career, as you will see in my resume, is dedicated to helping our clients.” You will find a list of action verbs at the end of this chapter that you will find useful in constructing your job search letters.

In the following short list of opening brand statements from resumes, you will see how effective it can be to foreshadow these statements in your cover letter.

Pharmaceutical Sales Management Professional

“I’m poised to outperform in pharmaceutical software sales, repeating records of achievement with major pharmaceutical companies.”

Senior Operations / Plant Management Professional

“I’m dedicated to continual improvement, with experience in Lean Six Sigma, start-up and turnaround operations, mergers and change management, process and productivity optimization, and logistics and supply chain.”

Bank Collections Management

“I’m equipped to maintain excellence in loss mitigation/collections/recovery management.”

Mechanical / Design / Structural Engineer

“I deliver high volume of complex structural and design projects for global companies in manufacturing/construction/power generation.”

Account Management / Client Communications Manager

"I've reliably achieved performance improvement and compliance within the financial services industry."

Marketing Communications

"I consistently deliver successful strategic marketing, media relations, and special events."

Administrative / Office Support Professional

"I am ready, willing, and able: a detail-oriented problem solver who consistently forges effective working relationships with all publics."

Senior Engineering Executive

"I bring sound technical skills, strong business acumen, and real management skill to technical projects and personnel in a fast-paced environment."

"I understand customer service to be the company's face to the world and treat every customer interaction as critical to our success."

"Leadership by example and conscientious performance management underlies my department's consistent customer satisfaction ratings."

Weaving Your Professional Brand into Letters

Here is the brand statement from a Pharmaceutical Sales Management Professional I cited on the last page:

"Poised to outperform in pharmaceutical software sales, repeating records of achievement with major pharmaceutical companies."

Implicit in this brand statement is a value proposition: a promise that you will repeat a history of achievement. S/he feels confident in doing so because her track record is underpinned by a clear

sense of self and the skills this success is based upon.

A sentence in the cover letter can foreshadow an opening or closing brand statement from your resume. For example, the brand statement of the resume becomes the closing pitch of the cover letter. The applicant doesn't use the same words exactly but she makes the same promise.

"I have attached my resume for your review, where you will see a history of achievement with major pharmaceutical companies. I come equipped to continue this success and would be excited to join your team, where I believe I can outperform all prior achievements. I will call on Friday morning to follow-up."

Consider this brand statement, from another resume:

"I understand customer service to be the company's face to the world and treat every customer interaction as critical to our success."

which is foreshadowed in the body of the cover letter for an advertised customer service position.

"In reference to your Customer Service posting on sales.com, if you are looking for a customer service associate who treats every customer interaction as critical to corporate success..."

Here, what was the closing brand statement from a resume is repackaged as a question. And used as a cover letter opening. Notice that it doesn't repeat the resume brand statement word for word - that would be too obvious - but a consistent message, "I understand what is at the core of success in my job and I care," is carried through between these two important documents.

You Must Have a True and Truthful Brand

Above all else, you have to be able to deliver on the brand you create. It must be based on your possession of the technical skills of your profession, plus those other transferable skills and

learned behaviors that you take with you from job to job and the core values that imprint your approach to professional life.

It is all too easy to overpromise, and while the employer might be initially attracted by the pizzazz of your letter, whether or not you live up to your promises will decide the length and quality of the relationship.

Your professional brand is something developed over time. Don't expect it to be earth shattering to begin with. That you have taken the time to differentiate yourself objectively this way already makes you more self-aware; you must become conscious of incompetence before you can become competent. That you have some of these skills and can refer to them in context will support the brand you claim while you live your professional life today as you want to be perceived tomorrow.

5

Elements of a Great Cover Letter

When writing about your experiences and who you are as a professional, there is a fine line between acceptable professional pride and achievement, and insufferable arrogance.

Now you have a clearer idea of what makes you different and you've captured that in a personal brand statement, you're ready to reflect this in your cover letters and all the other types of letters you use to differentiate your candidacy during the job hunt.

Differences Between Electronic and Print Cover Letters

Today's workplace can demand fifty or more hours weekly from busy, multi-tasking professionals; everyone is busy, everyone is distracted. Corporate executives often base decisions

on whether to return a call or respond to an email on the first few words, or moments, of the message. That you can't cut to the chase, they figure, means that you're not a force to be reckoned with, and can therefore be ignored without detriment to profitability. Your cover letter and resume, whether sent by email or snail mail, compete for the attention of this audience. The goal is to construct a clear, well-ordered, compelling, cut-to-the-chase letter.

A cover letter is organized around a single goal: to get your resume read with serious attention. It is likely that you will need to create more than one type of cover letter, so my advice is to concentrate on one generic letter first. You can then use this letter as a template to cut, paste, and otherwise adapt other letters going to specific contacts. Ultimately, any letter is only as good as the individual sentences that carry the message; the most grammatically correct sentences in the world won't necessarily get you interviews, because it can read as though every breath of life has been squeezed out of it. Your goal is to communicate an energizing message and entice the reader to action.

The amount of email traffic is growing exponentially, so hit your main points quickly and with clarity or lose your reader's attention. A good subject line grabs attention, but if the first two sentences don't succinctly state your purpose and maintain that initial attention, the reader has little reason for wasting any more precious time on the rest of your message.

Your cover letter will typically consist of three to five carefully constructed paragraphs.

Because a second page simply won't get read, it should be brief and focus on the employer's needs, their "must haves."

Your cover letters will only ever exceed this one-page rule if you have already spoken to the recipient and he has asked you to send a resume. Even in this instance, make every effort to contain your message to three to five short paragraphs. Just as you would limit a paper cover letter to one page, you should try to keep an email cover letter to one screen that's as compact as possible. Edit yourself sternly and decisively. If you cannot get your entire letter in one screen

view, at least make an effort to be certain that the meat of your pitch is on that first full screen.

Your letters should always be laid out with short paragraphs and lots of white space so that reading is easy on the eye; your letters have the same reader accessibility concerns as your resume.

Written communication is a critical skill in the workplace. Typos are *verboten*! Don't trust yourself to do the final proofread of your letter. Instead, ask a friend (or, preferably, several friends) to read it through, looking for typos, errors in formatting, and wording that isn't as clear as you'd like.

Cover Letter Ingredients

Your letters will be most effective when you do each of the following:

- Address someone by name and, whenever possible, someone involved in the recruitment and selection cycle, ideally a hiring authority - as I noted, typically one to three management levels above your title.
- Explain why you are writing.
- Tailor the letter to the reader/company as far as is practical.
- Include information relevant to the job you are seeking. If you completed the TJD exercise, this is possible even when you do not have a job posting.
- Show concern, interest, and pride in your profession; the branding exercises from the last chapter will help you with this.
- Maintain a balance between professionalism and friendliness.
- Ask for the next step in the process clearly and without apology or arrogance.

Before discussing formatting, let's take a minute to talk in more detail about some of these issues.

What Makes a Cover Letter Work?

Your first step is to grab the reader's attention and arouse interest. Whenever possible your letter should start with a personalized greeting/salutation. Email has increased our ease of communication with the written word and has relaxed a number of letter writing rules, but you must use a greeting to open your letter if you expect to be regarded as a professional in your field. If you do not start your letter with a greeting you are immediately seen as someone who does not have a basic grasp of business communication. Remember my comments about that first five-second scan? Because written communication is so important in today's workplace, lack of salutation can get your letter %\$#@canned immediately. Whenever possible open the letter by using a person's name, spelled correctly and using one of the following forms:

- Dear Mr. Yate (standard)
- Hello Mr. Yate. (more casual but still okay; not as acceptable in the professions of law, medicine, and education)
- Dear Martin Yate, or Hello Martin Yate (acceptable if you are an experienced professional, but not so much if you are at the entry level or in your first two or three years in the professional workplace)

Do not use first names (Hello Martin, or Dear Carole) unless the reader of the letter can clearly see by your signature that you are someone of equal stature. First names are okay once you have spoken and are clearly on a first name basis. Otherwise, why risk it? People are flattered by indications of respect, and a show of deference is never a bad sign in a prospective employee. And no one's ever *lost* a job opportunity by calling a contact "Mr." or "Ms." Jumping the gun on first name use may salve your own sense of self-worth, but it can only get in the way of your job search. Remember that "Ms." is always used, never "Mrs.", since "Mrs." makes inappropriate assumptions about marital status.

Starting the Letter

Everything you need to say must be short and to the point so that your copy never exceeds one page. At the same time, you want to quickly find common ground with your reader, present yourself in the best way, and cut to the chase. Use the first paragraph to introduce yourself with conviction and establish your reason for writing, perhaps integrating a phrase that foreshadows the opening brand statement from your resume.

Here are a few examples:

“Carole Mraz over at C-Soft told me to say hello. While you and I haven’t met, Carole thinks we might have an interesting conversation, especially if you need an industrious young marketing acolyte who comes equipped with a great education, two ears and one mouth, and a great desire to start at the bottom learning from an acknowledged master in the field.”

“Our mutual colleague, John Stanovich, felt my skills and abilities would be valuable to your company ...”

“The manager of your San Francisco office, Pamela Bronson, has suggested I contact you regarding the opening for a _____.”

“I received your name from Henry Charles, the branch manager of the Savannah Bank, last week, and he suggested I contact you. In case the resume he forwarded is caught up in the mail, I have enclosed another.”

“Arthur Gold, your office manager and my neighbor, thought I should contact you about the upcoming opening in your accounting department.”

“A colleague of mine, Diane Johnson, recommended your recruiting firm to me, as you recently assisted her in a strategic career move. I understand that your firm specializes in

the consumer products industry.”

“I met you briefly at the import/export symposium last _____ and your comments about productivity being pulled down by sloppy communications really resonated with me. As I am looking to harness my _____ years of logistics expertise to an organization with a major role in global distribution ...”

When You Have No Referral and No Job Posting

“I have been researching the leading local companies in _____, and the name of _____ Products keeps coming up as a top company. This confirmed an opinion I’ve developed over my three years as a committed distance-learning educator.”

“Right after my mentor mentioned _____ as one of the top companies in our industry, I saw you speak at the association meeting last year. Your comments about productivity really resonated with me, and as I am looking to harness my _____ years of logistics expertise to a major player, I felt this was the right time to introduce myself.”

“I understand you are a manager who likes to get things done, and who needs competent, focused, goal-oriented employees . . .”

“I’m focused on finding the right boss to bring out the best in a consistently top-producing _____. I am a highly motivated producer who wants to make a contribution as part of the hard-driving team of the industry leader.”

“I thought the best way to demonstrate my drive and creativity was to get you my resume in this priority mail envelope. I also sent it to you by email and into your company resume bank, but sales is all about stacking the odds . . . and I knew you’d appreciate a break from the computer screen.”

“I’ve been meaning to contact you ever since I attended/read/heard about _____. It

encouraged me to do a little research, which has convinced me that you are the kind of company I want to be associated with, and that I have the kind of analytical focus coupled with creative drive that can be successfully applied to your current projects. ”

“I have been following the performance of your company in Mutual Funds Newsletter. With my experience working for one of your direct competitors in office support in the critical area of customer service I know I could make significant contributions ... I am a detail-oriented problem solver and am used to working with different, often frustrated, publics.”

“Recently, I have been researching the local _____ industry. My search has been for companies that are respected in the field and that prize a commitment to professional development. You are clearly such a company. I bring sound technical skills, strong business acumen, and real management skills for complex technical projects in a fast-paced environment.”

“Although I am currently employed by one of your major competitors, I must admit that I was captivated by your company’s mission statement when I visited your website.”

“Within the next few weeks, I will be moving from _____ to _____. Having researched the companies in _____, I know that you are the company I want to talk to because ...”

“The state of the art in _____ changes so rapidly that it is tough for most professionals to keep up. The attached resume will demonstrate that I am an exception and am eager to bring my experience as a _____ to bear for your company.”

When You Are Responding to a Job Posting

“Your job posting #23567 cited the need for drive and creativity. I thought a good way to demonstrate this was to get you my resume in this priority mail envelope. Of course, I sent

it to you by email, but marketing communications is all about psychology and results ... so I knew you "dget the message, appreciate the contrarian thinking, and enjoy a break from the computer screen."

"I read your job posting on your company's website on January 5th and felt I had to respond ..."

"Your online job posting regarding a _____ on _____ .com caught my eye, and your company name caught my attention."

"This email, and my attached resume, is in response to your job posting on _____."

"I read your advertisement in the Daily Gotham on October 6th for a _____ and, after researching your company website, felt I had to write ..."

"Reference job #C/AA 5670. As you compare your requirements for a _____ with my attached resume, you will see that my entire background matches your requirements exactly."

"This letter and attached resume are in response to your posting in _____."

"I was excited to see your opening for the accounting vacancy (job #S9854) on careerbuilder.com. As my attached resume demonstrates, the open position is a perfect match for my fifteen years" payroll, general ledger, and accounts receivable experience"

"While browsing the jobs database on monster.com, I was intrigued by your Regional Sales Manager job posting _____."

Presenting Yourself

If you haven't managed to build in the reason for writing into your opening (and there had better be a good reason if you haven't) - as we see in some of the above examples - introduce it now and

go on to identify something desirable about the professional you.

“I am writing because ...”

“My reason for contacting you ...”

“... you may be interested to know ...”

“If you are seeking a _____, you will be interested to know ...”

“I would like to talk to you about your staffing needs for _____ and how I might be able to contribute to your department’s goals”

“If you have an opening for someone in this area, you will see that my resume demonstrates a person of unusual dedication, efficiency, and drive.”

You then go on to define the kind of work you do with a brief statement (two or three at most) that highlights your capabilities. With a short paragraph or a couple of bullets you might highlight one or two special contributions or achievements. These can include any qualifications, contributions, and/or attributes that brand you as someone with talent and energy to offer.

You can also use this part of the letter if an aspect of a particular job opening is not addressed in your resume, and for some reason you don’t have time to update it.

Or you can use the cover letter to emphasize a priority requirement(s) from the posting.

“In my resume you will find proof points for my PR acumen including:

- *“Demonstrated track record of strategic communications and influential public relations.”*
- *“Accomplished media relations and story placement, from ABC World News Tonight to ZDNet.”*
- *“Team, account, budget, client, and C-level executive management.”*

- “*Client loyalty and satisfaction.*”
- “*Knowledge of high-tech industry and players.*”
- “*New business success.*”
- “*Self-motivated team player.*”

“Although I am currently employed by one of your competitors, I have kept my eye open for an opportunity to join your organization. Over the past year I have:

- *Built a sales force of seven reps, reduced turnover, and increased individual productivity an average of 14 percent.*
- *Implemented a customer service plan that successfully reduced client turnover 18 percent.*
- *Initiated warranty tracking, increasing upsells by 7 percent.*
- *Increased revenue by \$4.3 million.”*

“As a Marketing Director with twelve years of experience in consumer products, I have:

- *Doubled revenues in just eighteen months.*
- *Introduced a new product that captured a 38 percent market share.*
- *Successfully managed a \$5 million ad budget.”*

“I have an economics background from Columbia and employ cutting-edge quantitative analysis strategies to approach cyclical fluctuations. This has enabled me to consistently call all major peaks and valleys in the last twelve years.”

If an advertisement or a telephone conversation with a potential employer reveals an aspect of a particular job opening that is not addressed in your resume (and for some reason you don’t have time to update it), you can use the cover letter to fill in the gaps.

Or you can use the cover letter to emphasize a key requirement, for example:

"I noticed from your posting that training experience in a distance-learning environment would be a plus. You will see in my enclosed resume that I have five years" experience writing and producing sales and management training materials in new media."

"You are looking for a database administrator with experience in Intranet implementation and management. As my attached resume demonstrates, I have done that type of work for six years with a regional organization on a platform of 15,000 users."

"Desk technology upgrades."

- *"Responsible for hardware and peripheral selection.*
- *"Coordinated installation of workstations.*
- *"Trained users.*
- *"Full upgrade achieved under budget and within deadline. Savings to company: \$25,000."*

You want the reader to move from your letter to the resume already primed with the feeling that you can do this job; the above reference to a job's key requirement does just that. Since you want the reader to move quickly to your resume, brevity is important. Leave your reader wanting more; the letter doesn't sell you—that's the resume's job—but it should position you for serious consideration. Whet the reader's appetite, no more.

Make It Clear to the Reader That You Want to Talk

Explain when, where, and how you can be contacted. You can also be proactive, by telling the reader that you intend to follow up at a certain point in time if contact has not been established by then. Just as you worked to create a strong opening, make sure your closing carries the same conviction. It is the reader's last personal impression of you, so make it strong, make it tight, and make it obvious that you are serious about entering into meaningful conversation.

Useful phrases include:

It would be a pleasure to give you more information about my qualifications and experience ...

I welcome the opportunity to discuss your specific projects and explore the possibility of joining your team.

I look forward to discussing our mutual interests further ...

While I prefer not to use my employer's timetaking personal calls at work, with discretion I can be reached at _____.

I will be in your area around the 20th, and will call you prior to that date. I would like to arrange ...

I have pasted and attached my resume for your review and will call you in the next couple of days to discuss any openings for which your firm is currently conducting searches.

I hope to speak with you further, and will call the week of _____ to follow up.

The chance to meet with you would be a privilege and a pleasure, so I shall call you on _____.

I look forward to speaking with you further, and will call in the next few days to see when our schedules will permit a face-to-face meeting.

May I suggest a personal meeting where you can have the opportunity to examine the person behind the resume?

My credentials and achievements are a matter of record that I hope you will examine in depth when we meet ... you can reach me at _____.

I look forward to examining any of the ways you feel my background and skills would benefit _____. I look forward to hearing from you.

Resumes help you sort out the probables from the possibles, but they are no way to judge the caliber of an individual. I would like to meet you and demonstrate that I have the professional personality that makes for a successful _____.

I expect to be in your area on Tuesday and Wednesday of next week, and wonder which day would be best for you. I will call to determine. In the meantime, I would appreciate your treating my application as confidential, since I am currently employed.

With my training and hands-on experience, I know I can contribute to _____, and want to talk to you about it in person. When may we meet?

After reading my resume, you will know something about my background. Yet you will still need to determine whether I am the one to help you with current problems and challenges. I would like an interview to discuss my ability to make meaningful contributions to your department's goals

You can reach me at [home/alternate#] to arrange an interview. I know that your time investment in meeting with me will be repaid amply.

Thank you for your time and consideration; I hope to hear from you shortly.

May I call you for an interview in the next few days?

A brief phone call will establish whether or not we have mutual interest. Recognizing the demands of your schedule, I will make that call before lunch on Tuesday.

Some people feel it is powerful in the closing to state a date—"I'll call you on Friday if we don't speak before"—or a date and time—"I'll call you on Friday morning at 10 A.M. if we don't speak before"—when they will follow up with a phone call. The rationale is that you demonstrate that

your intent is serious, that you are organized, and that you plan your time effectively, all of which are desirable behavioral traits and support the brand of a goal-oriented and consummate professional.

A complete idiot in my profession once said that an employer would be offended by being “forced” to sit and await this call. In over thirty years of involvement in the hiring process, as a headhunter, as a hiring manager, as an HR executive, and as a writer on these issues who speaks to executives all over the world, I have never met anyone who felt constrained to wait by the phone for such a call. What sometimes does get noticed, though, is the person who doesn’t follow through on commitments as promised. Therefore, if you use this approach, keep your promise: it’s part of the value proposition inherent in the brand you create.

Now that you have a frame of reference for the factors that impact cover letters and any other job search letters, let’s move on to the nuts and bolts of making them work.



Later in the book you’ll find examples of five types of cover letters, plus follow-up letters; networking letters; thank you letters; resurrection letters; and acceptance, rejection, and resignation letters, which are included in this package as MS Word documents. Open the template folders that contain the letters you want to use, and adapt them to your specific needs.

A Question of Money

Recruitment advertisements sometimes request salary information, either current salary, salary requirements or salary history. Over the years this issue has taken far more of people’s attention than it deserves.

Recruiters and hiring managers ask about your salary for two principal reasons:

1. *Because all jobs have an approved salary range* and no matter what your skills, it is hard to win an exception to an approved salary range.

2. *Because it tells about your salary trajectory*, the offer you are likely to accept, and the raises you are used to.

There are other considerations as well: interviews take precious time, and managers are reluctant to waste it on candidates who could never be hired because of their salary needs. In a down economy when money is tighter and they have more options, it is known as a buyer's market and employers have far less incentive to negotiate out of the approved salary. If there is an exception, it is if you are in a hot job within an in-demand professional area or you have a unique skill set that gives you a competitive edge.

Writing that your salary is "negotiable" annoys recruiters: they already know salary is negotiable, and the reply doesn't answer the question they need answered. With an in-demand job in a good economy, "negotiable" is rarely grounds for refusing to talk to a candidate, but in a buyer's market "negotiable" might not always have the desired result.

Given this understanding, if you have the skills and you are in the approved range you'll get an interview. If you aren't . . . well, then your energies are probably better invested in finding other opportunities, but make the pitch anyway; you have nothing to lose.

When your salary requirements are requested, don't restrict yourself to one figure; instead, give yourself a range. All job openings have an approved salary range so this dramatically improves your chances of "clicking onto" the salary range that is authorized for every position.



For more on how to determine the salary range you should be sharing with employers, see the negotiation chapter in this year's edition of *Knock 'em Dead: The Ultimate Job Search Guide*.

If you are asked about your current salary and choose to answer, be honest. This isn't something you can ever fudge on. It can and does get verified, and any discrepancies can result in your being

dismissed with cause; such an event will dog your career for years. Here is one way to address the topic of money in your cover letter. You will find other examples later in the book.

“Depending on the job and the professional development environment, my salary requirements are in the \$____ to \$____ range, with appropriate benefits.”

Address this issue in the cover letter or in a document attached to the cover letter but *never in the resume itself*. This is because your resume may be kept in a database for years and your salary range may typecast you as, say, an entry-level professional in the eyes of that company's computer. Here is an example of a salary history attachment.

SALARY HISTORY

PAUL QUARN

98456 Patient Street, Apt # 789 • Charlotte, NC 28277
Home (704) 710-9835 • Mobile (704) 401-8745 • plantmanagementpro@earthlink.net

SENIOR OPERATIONS / PLANT MANAGEMENT PROFESSIONAL

*Continuous Improvement / Lean Six Sigma / Start-Up & Turnaround Operations
Mergers & Change Management / Process & Productivity Optimization / HR / Logistics & Supply Chain*

SALARY HISTORY

UNITED STATES MARINE CORPS AIR STATION, Cherry Point, NC—2008 to 2010
Chief Operations Officer / *** Training School Officer in Charge**
Salary—\$95,309

UNITED STATES MARINE CORPS AIR STATION, Futenma, Okinawa, Japan—2005 to 2008
******* Maintenance Chief—General Operations Manager / Plant Manager**
Starting Salary—\$64,484 / Ending Salary—\$97,500

UNITED STATES MARINE CORPS AIR STATION, Beaufort, SC—2001 to 2005
Plant Manager / Senior Operations Manager
Starting Salary—\$49, 507 / Ending Salary—\$64,484

UNITED STATES MARINE CORPS RECRUITING STATION, Jacksonville, FL—1998–2001
Recruiting Manager
Starting Salary—\$42,545 / Ending Salary—\$49,507

Contact Information

This should include address, telephone number and email address. Once you have determined a primary contact number for your job hunt, you must ensure that it will be answered *at all times*. There is no point in mounting a job search campaign if prospective employers can never reach you. Your telephone company offers you voice mail: use it. Keep the message businesslike and, once recorded, replay it and listen carefully to the message for clarity, tone of voice, and recording quality. Does it present you as a clear-spoken, confident professional? Does it reflect the professional brand you are trying to create?

In your cover letter, you should always list your email address immediately beneath your telephone number, as initial contact is often by email. Never use your company telephone or email for any job search activities, *ever*.

If you're sending out your cover letters by email with resume attachments, be sure to hyperlink the email address in your resume. That way, anyone can send an email back to you with one click of the mouse, directly from your resume. Remember, it's all about making it easy for hiring managers to contact you. The less work you make them do, the better your chances of success.



6

How to Assemble Your Cover Letter

Having pulled together the elements of your letter, it's time to start organizing them into a coherent, effective whole. There are six steps to this process.

Step One: Identify Your Target Job

Your job search—and the resume and letters that go with it—will be incalculably more productive if you begin by clearly defining a target job that you can land and in which you can be successful. Start by identifying this target job title.

Step Two: Research the Target Job

Any evaluation of your background must begin with an understanding of what potential employers will be looking for when they come to your cover letter and resume. Collect 6-10 job postings that carry this target job title. Once you have a selection, deconstruct them as described in the [Target Job Deconstruction process](#).

Step Three: Go Through Your Recent Work History

Once you know what your readers are looking for and therefore will respond to, it is time to start going through your work history. The complete background assessment that every successful job search is based upon, is not really part of this book on written communication tactics for the job search, but is covered instead in both the latest editions of *Knock 'em Dead Resumes & Templates* and *Knock 'em Dead The Ultimate Job Search Guide*. However, knowing what your customers want to buy (TJD) and how to illustrate your abilities to deliver on their needs is part of this story. So consider, for example, the following elements, which come from the more comprehensive fact-finding referred to in the other two books:

1. Current or last employer. Identify your current or last employer by name and location, and follow it with a brief description (five or six words) of the company's business/products/services.
2. Make a prioritized list of the duties/responsibilities/deliverables in this position.
3. What special skills or knowledge did you need to perform each of these tasks well? Which transferable skills/behaviors/values helped you execute each of these tasks successfully?
4. What educational background and/or credentials helped prepare you for these responsibilities?
5. You are being paid to solve problems within the area of your professional expertise. For each area of responsibility, consider the daily problems that arise and also major crises. Recall the analytical processes, subsequent actions, the transferable skills and successful solutions you implemented to achieve a successful outcome. There is a four-step technique you will find useful here called PSRV:
 - P. Identify the *project* and the problem it represented, both from a corporate perspective and from the point of view of your execution of duties.
 - S. Identify your *solution* to the problem and the process you implemented to deliver

the solution.

R. What was the *result* of your approach and actions?

V. Finally, what was the *value* to you, the department, and the company? If you can, define this in terms of quantifiable contribution: time saved, money saved, or money earned. This is not always possible, but it is very powerful whenever you can employ it.

Step Four: Consider Transferable Skills, Behaviors and Values used

Which transferable skills helped you succeed with this particular task? Come up with examples of your use of each particular behavior in the execution of each of your major duties at this job. The examples you generate can be used in your resume, in your cover letters, and as illustrative answers to questions at interviews.

Step Five: Add Your Previous Work History

Now repeat Steps 3 (the problem solving aspect of your job) and 4 (how you used the twelve transferable skills, learned behaviors and values in your work). Do not skimp on this process. Everything you write may not go into the final version of your first cover letter, but all your effort will be rewarded by using the information in another letter, in your resume, or in response to an interview question. Because what you are doing here is identifying the building blocks of what it takes to be successful in your profession, and the information you need at your fingertips to explain what you do objectively. The ultimate payoff is more and better job offers and a more successful career.

Step Six: Compile Endorsements

Looking at each of your major areas of responsibility throughout your work history, write down any positive verbal or written commentary others have made on your performance. As you will see in some of the sample letters in Chapter X, words about you that come from someone else

often have a much greater impact than any description you could come up with yourself.

Now, these compliments don't always happen that often, so from now on you will make a point of capturing them for the future use.

Ability to work productively with others.

How do you work productively with coworkers, reports, and management? What different levels of people do you have to interact with to achieve your job's deliverables?

What have you learned about productivity and communication from these experiences, and what does this say about you? Comments about these issues make for great endorsements. No endorsement? Then evaluate yourself in these areas, and use the information in letters, your resume and/or at interviews.

Compile a Networking Map

While you are focusing so closely on work projects, think also about the job titles of people with whom you work on an ongoing basis. This can be very useful in your job search because these are the people:

- a) Who are most likely to hear about job openings of interest to you.
- b) For whom you are most likely to stumble across job openings while searching for yourself. Such leads are the currency of networking. If you haven't read the *Knock 'em Dead* job search guide yet, this may seem a little obscure; but it will become clear when you do and learn about how to execute an effective job search.

The different levels and titles you interact with every day in your work, are all people and titles you will want to reach out to in your networking and other job search activities. *Not just the people you already know with these job titles*, but also the people holding these titles that you will discover as you learn to network properly. More on this in *Knock 'em Dead The Ultimate Job Search Guide*.

Create Punchy Sentences

Ultimately any letter is only as good as the individual sentences that carry the message. Your goal is to communicate an energizing message and entice the reader to action. Concise, punchy sentences grab attention.

Verbs always help energize a sentence and give it that short, cut-to-the-chase feel. For example, one professional—with a number of years at the same law firm in a clerical position—writes: “*I learned to manage a computerized database.*”

Sounds pretty ordinary, right? Well, after looking at her job as an ongoing problem solving exercise, certain exciting facts emerged. By using verbs and an awareness of employer interests as they relate to her target job, this sentence was charged up and given more punch. Not only that, but for the first time the writer fully understood the value of her contributions, which greatly enhanced her self-confidence for interviews:

“I analyzed and determined need for comprehensive upgrade of database, archival and retrieval systems. Responsible for selection and installation of “in the clouds” archival systems. Company-wide archival system upgrade completed in one year.”

Notice how the verbs show that things happened when she was around the office and put flesh on the bones of that initial bare statement. Such action verbs and phrases add an air of direction, efficiency, and accomplishment to every cover letter. Succinctly, they tell the reader *what* you did and *how well* you did it.

As you recall information that will contribute to your cover letter, rewrite the chosen phrases to see if you can give them more depth with the use of action verbs. While a cover letter is typically one page, or one screen shot, don’t worry about the length right now, you can shorten it later. The process you go through helps you think out exactly what it is you have to offer and also creates the language and ideas you will use to explain yourself during an interview.

Varying Sentence Structure

As noted in the previous section, your letters will be most effective when they are constructed with short, punchy sentences. As a rule, try keeping your sentences under about twenty-five words; a good average is around fifteen. If your sentence exceeds the twenty-five-word mark, change it. Either shorten it through restructuring, use semicolons to avoid conjunctions and transition words, or make two sentences out of one. At the same time, you will want to avoid choppiness, so vary the length of sentences when you can.

You can also start with a short phrase ending in a colon:

- Followed by bullets of information
- Each one supporting the original phrase

These techniques are designed to enliven the reading process for readers, who always have too much to read and too little time. Here's how we can edit and rewrite the last example.

Analyzed and determined need for comprehensive upgrade of database, archival and retrieval systems:

- *Responsible for software selection and compatibility issues.*
- *Responsible for selection and installation of “in the clouds” archival systems.*
- *Trained users from managing partner through administrators.*
- *Achieved full upgrade, integration and compliance in six months.*
- *Partner stated, “You brought us out of the dark ages, and neither you nor the firm missed a beat!”*

K.I.S.S. (Keep It Simple, Stupid)

Persuading your readers to take action is challenging because many people in different companies

and with different agendas see your letters and make judgments based on those agendas. This means you must keep industry jargon to a reasonable level (especially in the initial contact letters—covers, broadcast, and the like); the rule of thumb is to use only the jargon and acronyms necessary to communicate your abilities. There will be those who understand the intricacies and technicalities of your profession, but many more who do not.

Within your short paragraphs and short sentences, beware of name-dropping and acronyms, such as “I worked for Dr. A. Witherspoon in Sys. Gen. SNA 2.31.” Statements like these can be too restricted to have meaning outside the small circle of specialists to whom they speak. Unless you work in a highly technical field, and are sending the letter and resume to someone you know will understand the importance of your technical language, you should be sure to use technical phrases with discretion.

You want your letters to have the widest possible appeal, yet they need to remain personal in tone, so obviously you don’t want them to sound like they’re from Publishers Clearing House. You are not writing a novel but rather trying to capture the essence of the professional you in just a few brief paragraphs. Short words in short sentences help make short, gripping paragraphs—good for short attention spans!

Voice and Tense

The voice you use for different letters depends on a few important factors:

- Getting a lot said in a small space
- Packaging your skills and credentials for the target job
- Being factual
- Capturing the essence and personality of the professional you

There is considerable disagreement among the “experts” about the best voice, and each of the following options has both champions and detractors. The most important point is that whichever voice you use in your letters, you must be consistent throughout that letter.

The most important point is that whichever voice you use in your letters, you must be consistent throughout. For example, bullet points in all types of cover letters can be shortened and given a more immediate feel, by omitting pronouns such as *I, you, he, she, they*:

I Analyzed and determined need for comprehensive of upgrade of database

Can be replaced with

Analyzed and determined need for comprehensive of upgrade of database

In fact, many authorities recommend dropping pronouns as a technique that both saves space and allows you to brag about yourself without seeming boastful. It gives the impression of another party writing about you. Some feel that to use the personal pronoun—“*I analyzed and determined need for comprehensive of upgrade of database...*”—is naive, unprofessional, and smacks of boasting.

On the other hand, still others recommend that you write in the first person because it makes you sound more human.

In short, there are no hard-and-fast rules—they can all work, given the many unique circumstances you will face in any given job search. It is common in resumes to cut personal pronouns, but given the personal nature of a letter there is a danger of the message sounding too choppy. Use whatever style works best for you and for the particular cover letter you are writing. If you will be using the personal pronoun in your letters, try not to use it in every sentence; it gets a little monotonous, and it can make you sound like an egomaniac. The mental focus should be not on “I” but on “you,” the person with whom you are communicating.

A nice variation is to use a first-person voice throughout the letter and then a final few words in the third person. Make sure these final words appear in the form of an attributed quote, as an insight into your value:

Partner stated, “You brought us out of the dark ages, and neither you nor the firm missed a beat!”

Don’t confuse professionalism in your job search letters with stiff-necked formality. The most effective tone is one that mixes the conversational and the formal, just as we do in our offices and on our jobs. The only overriding rule is to make the letter readable so that the reader can see a human being and a professional shining through the page.

Length

As I indicated earlier, the standard length for a cover letter is usually one page, or the equivalent length for emails; typically this is as much as you can see on your screen without scrolling. Subsequent letters stemming from verbal communications—whether over the telephone or face-to-face—should strive to keep to the one-page rule, but can run to two pages if the complexity of content demands it.

Generally speaking, job search letters should be held to one page, and no job-hunting letter should exceed two pages. With conscientious editing over a couple of days, that two-page letter can usually be reduced to one page without losing any of the content, and at the same time it will probably pack more punch. As my editor always says, “If in doubt, cut it out.”

Having said this, I should acknowledge that all rules are made to be broken. Occasionally a two-page letter might be required, generally in one of the following instances:

1. You are at a level, or your job is of such technical complexity, such that you cannot edit down to one page without using a font size that is all but unreadable.

2. You have been contacted directly by an employer about a specific position and have been asked to present data for a specific opportunity.
3. An executive recruiter who is representing you determines that the exigencies of a particular situation warrant a dossier of such length. (Often such a letter and resume will be prepared exclusively—or with considerable input—by the recruiter.)

You'll find that thinking too much about length considerations will hamper the writing process. Think instead of the story you have to tell, and then layer fact upon fact until your tale is told. Use your words and the key phrases from this book to craft the message of your choice. When *that* is done you can go back and ruthlessly cut it to the bone.

Ask yourself these questions:

- Can I cut out any paragraphs?
- Can I cut out any sentences?
- How can I reduce the word count of the longer sentences?
- Where have I repeated myself?

Whenever you can, cut something out—leave nothing but facts and action verbs! If at the end you find too much has been cut, you'll have the additional pleasure of reinstating your deathless prose.



7

How to Polish and Edit Your Letters for Maximum Impact

A professional look is easy to recognize in business communications like cover letters but more difficult to define, because so much of that professional look comes from powerful messaging captured in elegant simplicity. Cover letters are defined as much by what they omit as by what they contain. This is what we are going to talk about now: the physical appeal and accessibility of your emails/letters and how to make sure every word counts.

Readability

Your resume and letter typically are going to arrive on a reader's desktop when s/he has a dozen other priorities. You can expect your letter to get *a maximum five-second scan to see if it is worth reading*; this will cover the subject line/opening sentence, spelling of the recipient's name, and general readability. If it passes the scan test, you probably have *thirty seconds* to make your point,

and that's assuming your letter cuts to the chase and speaks to the reader's needs.

Mistakes to Avoid

Letters that never get read have four things in common:

- They have too much information crammed into the space and are difficult to read—clearly the customer isn't coming first.
- The layout is unorganized, illogical, and uneven; it looks shoddy and slapdash—and no one wants an employee like that.
- Recipient's name is misspelled—that's disrespectful.
- The letter contains typos—not acceptable in an age of spell-checkers.

Get Your Head Into Communication Mode

Your resume and cover letters will always compete for the attention of a consistently distracted audience. The good news is that while your cover letters have a difficult job to do, if you apply just a few simple tactics, they will increase the impact of your resume.

Advertising copywriters, with their ability to entertain and sell us stuff in a thirty-second commercial, are arguably society's most effective communicators. They all share one common approach to their work: They get inside, and stay inside, the customer's head throughout the writing process. They focus on what features their product possesses and which benefits are most likely to appeal to the customer.

With a job posting or Target Job Deconstruction in hand, you know with considerable accuracy what your customer wants to hear about. From the Competitive Differentiation Questionnaire you know what features and benefits you have to offer. With this self-knowledge, you have everything you need to polish the draft you have just created.

How Long Should It Be?

We've been here before, and the answer's still the same. Long enough to make your point and not a word longer. The standard length for a cover letter is usually one page (about 300 words); with an email, the equivalent is typically as much as you can see on your screen without scrolling. They can also be much shorter. Here is a cover letter that gets to the point in 71 words:

"Your colleague, Bill Jacobson, suggested that I send you my resume. He mentioned that your department is looking for a database administrator with experience in intranet implementation and management. As my attached resume demonstrates, I have done that type of work for six years with a regional organization on a platform of 15,000 users. I welcome the opportunity to discuss your specific projects and explore the possibility of joining your team."

With conscientious editing (spread over a couple of days to give you an objective distance), you can get any letter down to three hundred words. The result will pack more punch.

Ask yourself these questions:

- Can I cut out a paragraph because it duplicates information?
- Is every sentence strictly necessary to get my point across?
- Can I use a strong element from a weaker sentence to beef up the better one?
- How can I reduce the word count of the longer sentences?
- Where have I repeated myself? (If you haven't found at least one repetition, you aren't really trying.)

Whenever you can, cut something out. Ninety-nine percent of the time it will improve your message.

Avoid Acronyms and Professional Slang

The rule of thumb is that if it is mentioned in the job postings you can use it. If not, find another way of saying it.

Every profession has its acronyms and professional slang/jargon, but there will be people in the recruitment and selection cycle who don't get it all. The acronyms and jargon have their place in your resume, but try to keep them under control in your letters.

Give Action To Your Statements With Verbs

The focus of your letter echoes the prioritization of keywords identified in your TJD and the results of your Differentiation Questionnaire. These keywords are invariably nouns, and simply listing them doesn't make for an interesting story. Use verbs that show you in action.

- Responsible for all Accounts Payable
- Reduced Accounts Payable by ...
- Streamlined Accounts Payable by ...
- Managed all Accounts Payable ...

Verbs always help energize a sentence and give it that short, cut-to-the-chase feel.

Because verbs show you in action, they give the reader a point of view, a way to see you. Verbs are very much part of creating your professional brand, bringing an air of direction, efficiency, and accomplishment to your written communications. Succinctly, they tell the reader *what* you did and *how well* you did it and by implication anticipate you performing to the same standards when on the letter reader's payroll.

To help you in the process, here are more than 175 action verbs you can use. This list is just a beginning. Just about every word processing program has a thesaurus; you can type any one of these words in and get more choices for each entry.

accomplished	consolidated	extracted	marketed	researched
achieved	contained	fabricated	mediated	restored
acted	contracted	facilitated	moderated	restructured
adapted	contributed	familiarized	monitored	retrieved
addressed	controlled	fashioned	motivated	revitalized
administered	coordinated	focused	negotiated	saved
advanced	corresponded	forecast	operated	scheduled
advised	counseled	formulated	organized	schooled
allocated	created	founded	originated	screened
analyzed	critiqued	generated	overhauled	set
appraised	cut	guided	oversaw	shaped
approved	decreased	headed up	performed	solidified
arranged	delegated	identified	persuaded	solved
assembled	demonstrated	illustrated	planned	specified
assigned	designed	implemented	prepared	stimulated
assisted	developed	improved	presented	streamlined
attained	devised	increased	prioritized	strengthened
audited	diagnosed	indoctrinated	processed	summarized
authored	directed	influenced	produced	supervised
automated	dispatched	informed	programmed	surveyed
balanced	distinguished	initiated	projected	systemized
budgeted	diversified	innovated	promoted	tabulated
built	drafted	inspected	provided	taught
calculated	edited	installed	publicized	trained
catalogued	educated	instigated	published	translated
chaired	eliminated	instituted	purchased	traveled
clarified	enabled	instructed	recommended	trimmed
classified	encouraged	integrated	reconciled	upgraded
coached	engineered	interpreted	recorded	validated
collected	enlisted	interviewed	recruited	worked
compiled	established	introduced	reduced	wrote
completed	evaluated	invented	referred	
composed	examined	launched	regulated	
computed	executed	lectured	rehabilitated	
conceptual- ized	expanded	led	remodeled	
conducted	expedited	maintained	repaired	
	explained	managed	represented	

Vary Sentence Length

Your letters will be most effective when they are constructed with short, punchy sentences. As a rule, try keeping your sentences under about twenty-five words; a good average is around fifteen to twenty. If your sentence is longer than the twenty-five-word mark, either shorten it through restructuring, or make two sentences out of one. You can also start with a short phrase ending in a colon:

- Followed by bullets of information.
- Each bullet supporting the original phrase. Doing this enlivens the reading experience, keeping the reader engaged.
- When possible, substitute short words for long words, and one word where previously there were two.

Your letters have the same reader-accessibility concerns as your resume. Short sentences should be part of short paragraphs creating plenty of white space so that reading is easy on the eye. Everything you need to say is said succinctly so that your copy never exceeds one page.

Fonts

The font you choose has a big impact on the readability of your work. Stay away from script-like fonts, and use only those accepted as suitable for professional communication. A script may be visually appealing, but the goal is accessibility for a reader who is plowing through stacks of resumes when s/he gets your message.

The font(s) you choose must be used in a size legible for hiring managers. Anyone who has been

staring at computer screens for ten or more years is likely to suffer from eyestrain and have problems with ten-point fonts; eleven- or twelve-point fonts are recommended.

Your branding message stays strong and consistent by using the same font choices (and paper) for your letters as you use for your resume.

The font you used for contact information and headlines in your resume is the same font you will use for your letterhead. The font you chose for your resume's body copy is the same as you will use for the message in your letters.

Good for Headlines/ Contact Information/Signature

Arial

Times

Century Gothic

Verdana

Gill Sans

Lucida Sans

Good for Body Copy of Letters

Bodoni

Garamond

Georgia

Goudy Old Style



Copy written in all capital letters, in any font, is harder to read. Use sparingly, if at all.

How to Brighten the Page

Once you decide on a font, *stick with it*. Apart from headlines and contact information, more than one font on a page can look confusing. You can do plenty to liven up the visual impact of the page within the variations of the font you have chosen.

Use the same fonts as you use in your resume, one for contact information and headlines, the other for body copy; the result will be cohesion and the desired professional look.

All the recommended fonts come in regular, bold, italic, underlined, and bold italic, so you can vary the impact of key words with *italics*, underlined phrases, and **boldface** for additional emphasis. For example, when you are sending a cover letter and resume in response to an Internet job posting or recruitment advertisement, you can bold or italicize those words used by the employer in the recruitment copy, emphasizing your match to their needs.

You should stay away from exclamation points and emoticons. In the samples section you will find little variation on the font choice beyond an occasionally italicized or bolded word. In the end, it's your call. Just don't overdo the typographical pyrotechnics.



Clip art alert: Another no-no is the use of “clip art” to brighten the page. Those little quill pens and scrolls may look nifty to you, but they look amateurish to the rest of the world.

Email Considerations

Do not include your address, because contact information for the medium and the date and time of your communication are entered automatically. If you are attaching a resume, your address will be seen there.

Subject Line

Provide a revealing and concise subject line. It should allow the receiver to immediately know who you are and what you want.

The use of a powerful subject line can mean the difference between someone opening your email or hitting the delete key. For example, with the headline for a magazine article, the intent is to grab the reader and draw him or her into the story. With an email your subject line is your headline; it is what draws the reader into your email. Your subject line needs to be intriguing and it also needs to be professional.

Do not use a subject line that states the obvious, like “Resume” or “Jim Smith’s Resume.” If you are responding to a job posting, the job title and job posting number are necessary, but just a start. Combine this factual information with a little intriguing information, such as:

Financial Analyst #MB450—CPA/MBA/8 yrs exp

Posting 2314—MIT Grad is interested

Job #6745—Top Sales Professional Here

Or if there is no job posting to refer to:

IT Manager—7 yrs IT Consulting

Benefits Consultant—Nonprofit Exp in NY

Referral from Tony Banks—Product Management Job

You can also try longer subject lines, for example,

Your next Regional HR Manager—EEOC, FLSA, & ADA exp

A message in your inbox will typically reveal a maximum of 60 characters, the above example is just 56 characters, and an opened message will show up to 150 characters. To be safe, try to get your headline in the first 30 characters,

Your next Regional HR Manager—EEOC, FLSA

but feel free to use all this extra headline space; this example is just 144 characters:

Your next Reg HR Manager—EEOC, FLSA, ADA, OSHA. 10 years exp includes arbitration, campus, executive recruitment, selection, compensation, T&D

Greeting

It is unprofessional to start an email (or any business communication) without a salutation. There are basic professional courtesies that you must recognize. Don't address the recipient on a first-name basis unless you are already familiar with your contact. Begin your messages:

Dear Tiffany Carstairs,

Or refer to a specific job, followed by salutation

Ref Job #2376

Dear Ms. Carstairs,

Or with one of the other appropriate greetings we mentioned earlier.

Sign Off

End your emails with your name followed by contact information

Thomas Torquemada

516.555.3487

Although there is a reply button built into every email program, some people add a hyperlinked (live) email address here on the basis that it encourages a response. If you decide to do so, place it before the telephone number:

Thomas Torquemada

ThomasTorquemada@hotmedia.com

516.555.3487

You could also finish with a signature in a script-like font:

Thomas Torquemada
ThomasTorquemada@hotmedia.com
516.555.3487

When you receive an email that contains what appears to be a real signature, it makes an impression. However, *you should never use your real signature*; with the littlest bit of technical expertise anyone could copy it, and electronic signatures can have the same legal validity as a written signature. Don't risk your online security for the sake of style. Instead use one of the more legible script fonts. It's a nice touch that most people don't use and becomes part of the branding process that differentiates you. But only do this when everything else about your resume and letter package is complete and consummately professional.

Custom Stationery

A number of email programs now support the creation of customized stationery for your emails. This is a “nice to have” look when you are sending directly to an individual and all other aspects of your resume and letter are perfect. There is little point in having fancy email stationery if the wording of your letter is sloppy. It sends entirely the wrong message about who you are as a professional and works against your brand.

If you pursue the option of creating emails that look more like traditional business letters, you will follow the same rules for font choice, layout, and page color as you would sending traditional mail communications.

Paste and Attach

It is normal when sending resumes without a prior conversation to attach an MSWord/PDF

version of your resume and to paste an ASCII version of your resume into the email after your signature. You do this because some employers will not open attachments from people they do not know, for fear of viruses. With PDF documents the layout is fixed and will appear exactly as you send it. MSWord formatting sometimes gets screwed up in transmission. Both ways are acceptable, and there are even people who attach their resume in both formats to give the reader a choice. Because of the layout issues with MSWord docs I lean towards using PDF.

Your cover letter will address this by saying, perhaps toward the end of your message,

"I have attached my resume in MSWord (or PDF) and also pasted it below the signature in ASCII for your convenience."



Mail Merge Alert for Email and Traditional Mail!

Beware, if you are crafting a cover letter for mass distribution, of using the mail merge feature of a word-processing program. All too often, the program will fill in the blanks: "Dear _____" with *italics* (Dear *Fred Jones*) or ***bold italics*** (Dear ***Fred Jones***).

This detracts from all your efforts to be seen in a positive light; all you've achieved is to make it clear that this is a form email, probably sent to thousands of people.

Spell-Checking Options

You can and should set your emails to check spelling before each and every message is sent, but never forget that automatic spell-check is *not* completely reliable.

Before you send any online, or print, resume, cover letter or any other job search communication, remember to proofread and get additional outside help in proofreading. Ask family and friends to review your deathless literary prose to make sure that what you believe you are sending is received in the way you intended.

Traditional Mail Still Works

Whenever you send your resume by more than one communication medium, it greatly improves your hit ratio. With email, the standard communication medium, most managers get far less traditional mail than they used to, so when you send an email cover letter and also one by traditional mail, you at least *double* your chances of getting your resume read by someone in a position to interview and hire you. We all like to open the mail; it helps us get started at the beginning of the day and fills in those gaps before lunch and as we are winding things down at the end of the work day.

Coordinate Your Stationery

Letter stationery should always match the color and weight of your envelopes and resume. Sending a white cover letter—even if it is your personal stationery—with a cream resume detracts from the statement you are trying to make. As for colors, white, cream, and gray are all acceptable. Do not use pastel shades unless your target job involves interaction with the very young, aged or infirm where your color sensitivity may then speak to the personal sensitivity that is relevant with such professions.

Paper Quality

The quality of the paper you use matters because it affects the way others perceive you. It tells the recipient something about your values and the importance you attach to the message. Coordinating paper and quality deserves proper attention as an integral part of establishing your professional brand.

All the office supply superstores carry high quality matching resume paper and envelopes. When you print out resumes, print some letterhead at the same time.

Consistency

Contact information on your letters should be the same as the contact information on your resume and use the same font. Likewise, the body copy of your letters will use the same font as the body copy on your resume; matching paper and coordinated and complimentary fonts speak of a person who proceeds with intent in his or her professional life. It is another subtle way in which you establish a professional brand.

All subsequent letters (follow-up letters after interviews, for example) should be on the same matching paper and envelopes, using the same matching fonts in the same or similar font sizes.

Your written communication is likely to be filed in a candidate dossier. Prior to the hiring decision, a hiring manager will review all the written materials on all the short-list candidates. A thoughtfully packaged written communication aspect of your job search campaign will paint a picture of a thoroughgoing professional, and the sum of your letters will become a powerful and expressive component of the total professional you.

What goes on the envelope affects the impact of the message inside. Over the years, I've spoken with countless line managers and human resources professionals about the appearance of the envelopes they receive. Did it affect the likelihood of the letter being read and, if so, with what kind of anticipation? Here's what I heard:

"I never open letters with printed pressure-sensitive labels; I regard them as junk mail, and I simply don't have the time in my life for ill-targeted marketing attempts."

"I never open anything addressed to me by title but not by name."

"I will open envelopes and read letters or emails addressed to me by misspelled name, but I am looking with a jaundiced eye, keen for other examples of sloppiness."

"I always open correctly typed envelopes that say „personal“ and/or „confidential,“ but if they’re not, I feel conned. I don't hire con artists."

"I always open neatly handwritten envelopes. What's more I open them first, unless there's another letter that is obviously a check."

This last comment is especially interesting in an age when just about all correspondence is printed. In an entirely unscientific test, over a two-week period, every letter I had to send I sent with a hand-addressed envelope, and about 50 percent of the recipients actually commented on not having seen a handwritten envelope in ages.

If your letter is going by traditional mail and is more than one page, it should be paginated with contact information on every page, the pages stapled together with one staple in the top left-hand corner. Never use company email or telephone number as contact information unless your employer understands that you are leaving and you have permission to use company time and equipment for your search.



Neat Trick: I once received an intriguing resume and cover letter; both had attached to the top right-hand corner a circular red sticker. It worked as a major exclamation point; I was impressed. I was even more impressed when I realized that once this left my hands, no other reader would know exactly who attached the sticker, but they *would* pay special attention to the content because of it.

Appearance Checklist

Remember that the first glance and feel of your letter can make a powerful impression. The letter's appearance should go hand in hand with its professional-sounding, clear content. Before you seal the envelope, go through this checklist:

Appearance and Formatting

- Does the paper measure 8½" × 11", and is it of good quality with a nice weight to the paper?

- Have you used white, off-white, cream, or pale gray paper?
- Did you use only one side of the page?
- Is contact information on every page?
- If there is more than one page, have you paginated your letter?
- If more than one page, are the pages stapled together? One staple in the top left-hand corner is the accepted protocol. Resume should not be stapled to cover letter
- Did you spell-check and grammar-check and then proofread carefully just to make sure everything's correct?

Content

- Does your letter state why you are writing?
- Is the letter tied to the target company?
- Does refer to a specific job or job posting code when this is relevant?
- Is it focused on a target job whenever possible?
- Does it include a reference to relevant skills/behaviors/values?
- Does it use verbs to show you in action, making a difference with your presence?
- Are your most relevant and qualifying experiences prioritized to lend strength to your letter?
- Have you avoided wasting more space than needed with employer names and addresses?
- Have you omitted any reference to reasons for leaving a particular job? Reasons for making a change might be important at the interview, but they are not relevant at this point. Use this precious space to sell, not to justify.
- Unless they have been specifically requested, have you removed all references to past, current, or desired salaries?

- Have you removed any references to your date of availability?
- Do you mention your highest educational attainment only if it is especially relevant, and do you mention your major only if it adds credence to the message?
- Have you avoided listing irrelevant responsibilities or experience?
- Have you given examples of your contributions/achievements, when possible?
- Have you avoided poor focus by eliminating all extraneous information?
- Is the letter long enough to whet the reader's appetite for more details, yet short enough not to satisfy that hunger?
- Have you let the obvious slip in, like heading your letter "Letter of Application" in big bold letters? If so, cut it out.
- Do you have complete contact information—name, address, zip code, telephone number, and email address.

Omit your current business number unless it is absolutely necessary and safe to include it. This will only be the case if your employer understands that you are leaving and you have permission to use company time and equipment for your search.

If your letter is going by traditional mail and is more than one page, it should be paginated with contact information on every page, the pages stapled together with one staple in the top left-hand corner.

Proofing and Printing

It simply isn't possible for even the most accomplished professional writer to go from draft to print, so don't try it. Your pride of authorship will blind you to blemishes you can't afford to miss.

You need some distance from your creative efforts to give yourself detachment and objectivity. There is no hard and fast rule about how long it should take to come up with the finished product;

if you think you have finished, leave it alone, at least overnight. Then come back to it fresh. You'll read it almost as if it were meeting your eyes for the first time.

Before you email or print your letters, make sure that your writing is as clear as possible. Three things guaranteed to annoy cover letter readers are incorrect spelling, poor grammar, and improper syntax. Go back and check all these areas. If you think syntax has something to do with the IRS, you'd better get a third party involved; we have affordable proofreading services at www.knockemdead.com.



8

Use Cover Letters to Get Four Times the Interviews

Great cover, broadcast, and follow-up letters won't get you a job if they sit on your desk like rare manuscripts. You have to do something with them.

In *Knock 'em Dead: The Ultimate Job Search Guide*, I spend over 150 pages showing you the best ways to execute a job search, including a dozen different networking strategies. I'm going to dip into just a few tactics from that book to show you some of the ways to find names and titles of hiring authorities so that you can contact them directly.

Responding to job postings is a big part of most job searches, so most of this chapter will focus on tactics that can double, triple, and quadruple your chances of getting interviews from job postings by identifying and approaching the people most likely to be in a position to hire you.

Online Job Postings

Whenever you see a job you can do, respond to the posting in the requested way. Also flag all contact information for the company, including website and mailing address. When you can find the names and titles of managers likely to hold authority over the ultimate hiring decision, you can approach them directly in three different ways, each approach increasing your chances of getting an interview:

1. Email your resume directly to that manager with a personalized cover letter, doubling your chances of a hit.
2. Send a resume and personalized cover letter by traditional mail to that manager, tripling your chances of a hit.
3. Make a follow-up telephone call to that manager first thing in the morning, at lunchtime, or at 5 P.M., quadrupling your chances of a hit.

How To Find Names of Hiring Authorities

The more frequently you get into conversation with managers whose job titles signify that they have the authority to hire you, the faster you will land that new position. By approaching hiring managers directly, you skipped having to be pulled from a resume database, you sidestepped the recruiter's evaluation process, and you have the attention of a hiring manager to make a direct and personal pitch.

Your target for direct approach is always someone who can hire you, although any management title offers opportunity for referral. For example, while HR people won't have the authority to hire you, the pivotal nature of their work makes them aware of all areas within a company that could use your skills.

Getting a resume to the "right someone" by name and making a personalized pitch gives you a

distinct advantage; this is never more important than when the economy is down or in recovery. At such times your competition is fierce, and employers always recognize initiative and motivation as differentiating factors in your candidacy.

Who to Target in Your Job Search

Below are the hiring titles to target during your job search; as you read, make a list of the specific titles that apply in your professional world. If you have a list of high-value titles, you will be more capable of finding the names that go with them. These titles include:

- Those titles most likely to be in a position to hire you. Usually one, two and three management titles above.
- Other titles likely to have knowledge of an opening.
- Management titles one to three levels above you in departments that have ongoing interaction with your department.
- Peers holding similar titles (a little less desirable).
- Titles of people who are likely to know others involved in the selection process and are able to give a referral.
- Management titles one to three levels above you in any department.
- Internal recruiters and HR professionals.
- Any name is better than no name, and with the Internet at your fingertips there are endless opportunities to identify the names of people who carry the appropriate hiring titles for your needs.

Internet Research Tactics for Finding Names

With a little work you can find the names, titles, and contact information for a lot of the people who have the ultimate authority to hire someone like you. I'm going to start you on the right road in this chapter, but for a thorough guide, study the job search chapters in the first 150 pages of the

latest edition of *Knock 'em Dead: The Ultimate Job Search Guide*.

For a start, try keyword searches on Google, Bing and other search engines. They are all likely to deliver names, and they'll all get different results.

For example, a professional in pharmaceutical sales looking to make direct contact with potential hiring authorities for a job at a specific company in the Pittsburgh area could try all the following keyword searches and gather new useable information on each search.

(Do each of these searches first as a standard Google search then as a Google News search, which looks for mentions of your keywords in media coverage.)

Pharmaceutical sales (company name)
Pharmaceutical sales (company name) Pennsylvania
Pharmaceutical sales (company name) Pittsburgh
Pharmaceutical Mgr sales (company name) Pennsylvania
Pharmaceutical Mgr sales (company name) Pittsburgh
Pharmaceutical Director sales (company name) Pennsylvania
Pharmaceutical Director sales (company name) Pittsburgh
Pharmaceutical VP sales (company name) Pennsylvania

Now take these additional steps:

- Repeat all without “pharmaceutical”
- Repeat all without company name
- Repeat with just the job title
- Repeat with separate searches for target title plus: hired, resigned, deceased

Drill down, and you will come up with people holding these titles at this and other target companies in your location.



Use the News

When you do a Google news search for news about a company or a title within a company and find relevant intelligence, you can use it as an opener for your cover letter. Refer to the article and its relevance in your letter. Then copy and paste a URL to the reference, if you're sending an email, or enclose a copy of it with a traditional letter.

Try other keyword phrases. You will come up with more job openings and job sites. And if you go beyond those first couple of page results for your search, drilling down until the well is dry, you will come up with names to go with your target hiring titles at this and other companies.

Also check out the following resources:

Company websites. On the “About Us” pages you can find names and sometimes contact information of management.

Biographical Directory/Database. This is maintained by Standard and Poor's. It's a database of executives by name and title with contact information. Higher-level target hiring titles will be identifiable here or through one of the options.

The following online resources are also useful for compiling a list of contacts to whom you can send your letter and resume:

1. <http://www.onesource.com/businessbrowserus.aspx>

Offers twelve major websites/tools for locating executives by name.

2. www.knowx.com

Lists company owners, officers, and affiliations. Find out almost anything for about \$60 a month.

3. www.jigsaw.com

An extensive database of contact information. It charges \$1 a name, but give them two names

they don't have and you get credited a dollar.

4. www.privateeye.com/?from=p31702&vw=background&Input=Name&piid=44

Offers personal details and contact information.

5. www.lambresearch.com/CorpsExecs.htm

Provides lots of links for finding names and titles. An excellent research site.

6. www.business.com/directory/advertising_and_marketing/sales/selling_techniques/lead_generation/

This page has links for lead-generation tools.

Networking

One of the best ways to find names and get introductions to hiring authorities is to talk to people. And because getting into conversation with the people who can actually offer you a job is the only way you are going to get hired, the more ways you have to get into these conversations, the more successful you are going to be.

When they are integrated into every aspect of your job search, properly executed networking strategies deliver incredible results. We are going to look at some effective ways to almost instantly build relevant professional networks.

Professional Associations

One of the best things you can do for this job search and your long-term career success is to become an active member of one or two professional associations. You'll get job leads and an awesome network immediately, and such organizations provide great vehicles for increasing your credibility and visibility in the profession. In fact, if you have heard disgruntled job hunters mutter, "It's not what you know, it's who you know," it probably means they don't understand networking and are probably not members of a professional association.

Associations have monthly meetings in most major metropolitan areas, plus regional and national get-togethers every year. The local meetings are of immediate interest, and unless you work on a national level, membership in the local or state chapters of a national association will be quite adequate for your needs—and cheaper, too. When you join a local chapter of a recognized national association and attend the local meetings, you get to know and be known by the most committed and best-connected people in your profession and target marketplace. Your membership will help you stay attuned to what is going on in your profession as associations offer ongoing training that make you a more knowledgeable and therefore a more desirable employee.

The professional association is a new “old boy/old girl” network for the modern world. Your membership becomes a link to millions of colleagues, almost all of whom will gladly talk to you, based on your mutual connection through the association.

All industries and professions have multiple associations, any of which could be valuable, depending on your needs. For example, if you are in retail, you could join any of some thirty national associations and fifty state associations. Together these associations represent employees of over 1.5 million retail organizations, which in turn provide employment for over 14 million people. Most other associations offer similarly impressive networking potential.

If you fit the profile of a special interest or minority group, you will also find professional associations that cater to another dimension of the professional you. These include—but are by no means restricted to—associations for African-Americans, Latinos, Asian Americans, professionals with disabilities, and women. If you can find a niche association that’s a fit, join it as well: it represents another, even more finely tuned network.

A good place to start online is the Wikipedia professional associations page, or go to the library and check out the *Encyclopedia of Associations* (published by Bowker). Alternatively, you can try a Google search for relevant keywords. For example, “legal association” will generate listings of associations for the legal profession.



If you belong to any identifiable minority, use that in your Google searches as well. For example, “Asian legal association” will generate a listing of local associations for Asian professionals working in the legal field.

When you join an association, you’ll benefit greatly from attending the meetings, because this is where you will meet other professionals in your field. But don’t just attend the meetings: get involved. Associations are largely volunteer organizations and always need someone to set out chairs or hand out paperwork and nametags. The task itself doesn’t matter, but your visible willingness to be an active participant most certainly does and will get you on first-name terms with people you would probably never otherwise meet. Given the nature of association membership, you don’t have to go straight from introductions to asking for leads on jobs. In fact, it can be productive to have initial conversations where you do not ask for leads or help in your job search, but where you make a contribution to the group; this is always preferable because others are more likely to help you when they see you making an effort toward the common good.

It is easier to get to know people than you might think, because all professional association members are there at least in part to advance their careers through networking. Once you have the lay of the land, volunteer for one of the many committees that keep associations running. It’s the best way to meet people and expand your sphere of influence, as you can reach out to others as you engage in your volunteer association activities. Committee involvement doesn’t take much time because committees invariably employ the “many hands make light work” approach; they are structured to function with the help of full-time professionals like you, with mortgages to pay and families to support.

There is a good argument that, from a networking point of view, the bigger the committee, the better. Membership and program committees are among the best to join. However, involvement in any committee will serve your needs, because being on one will enable you to reach out to those on other committees. If you join the membership committee, you can initiate contact with just

about anyone in your professional world: “Hi, Bill Parsons? I’m Becky Lemon with the conference committee of the local association. I’d like to invite you to a meeting we are having next week on ...”

Don’t join committees for which you lack the experience to be a productive member, unless you make it clear that the reason you want to become a part of that team is for professional development—if this is the case, expect to become the designated water carrier, at least initially. If you volunteer and become active in an association, the people with whom you come in contact will begin to identify you as a team player, and this perception can be instrumental in landing that new job and surging ahead in your career.

Use the Association Database or Directory

The association directory, which comes with your membership package, provides you with a superb networking resource for telephone and email networking campaigns. You can feel comfortable calling any other member on the phone and introducing yourself: “Hi, Brenda Massie? My name is Martin Yate. We haven’t spoken before, but we are both members of the Teachers Federation. I need some advice; can you spare a minute?”

Your mutual membership, and the commitment to your profession that it bespeaks, will guarantee you a few moments of anyone’s time, a courtesy you should always return.

You can also use your association membership directory to generate personal introductions for jobs you have heard about elsewhere. For example, you might have found an interesting job posting on *careerbuilder.com*, or perhaps on a company website, with the request that you upload your resume; this is where your networking can pay big dividends. Apply as requested by the website where you found the job, then return to your membership directory and find people who work for that company. A judicious call or two will frequently get you a personal referral and some inside information on the opening, and you have just *doubled your chances of landing that interview*. Once you have an interview scheduled, these same contacts can help you prepare for

the interview with insider knowledge about the company, the department, and the hiring manager.

Professional associations all have online newsletters; many have a jobs section on the website linked to the newsletter, where companies advertise because of the always qualified response. So you will see job postings here that often don't appear anywhere else. In down economic times, a savvy corporate recruiter will use an association website to skim the cream of available talent while screening out the less committed. You will also notice that association members write all the articles in the newsletters; as everyone likes to have their literary efforts appreciated, telling a member you have read an article that he or she has written gives you a great introduction to a networking call or letter.

Active association membership puts you on the radar of all the best-qualified and connected professionals in your area. You can also list it at the end of your resume under a Professional Affiliations heading. This is guaranteed to get a second glance, as it signifies professional awareness. Employers and headhunters will sometimes use words like *association*, *club*, and *society* in their keyword searches, so association membership will also help get your resume pulled up from the databases for investigation by human eyes.

How to Make Networking Work

Professional associations are just one of a dozen approaches for networking, all of which can be tremendously beneficial to your job search and overall career success, if you nurture them.

Think of networking as professional connectedness, because becoming properly connected to your profession is the activity that will generate the widest range of relevant contacts for your job search.

You may well discover that your network is not as comprehensive as you might have wished, and that to be effective, your networking requires more than shooting the breeze with old cronies on the telephone. A successful outcome demands that you move beyond the comfort level of

inadequate personal networks.

Besides, just because you worked with someone five years ago doesn't mean he or she still regards you as a friend, especially if you haven't spoken to that person since then. Surveys show that we all respond in these understandable ways:

- *To requests from people I didn't know*, I asked for a resume (of course, if they had an introduction or were fellow members of an association, things would be different). If I received it in good time with a thoughtfully prepared accompanying letter, I would give that person help if I could.
- *To requests from people with an introduction from someone I liked* and respected, I gave time and consideration and, whenever possible, assistance.
- *To requests from friends, people I had worked with at one time* and who had kept in touch since we had worked together, I provided leads and even made calls on their behalf.
- *To requests from people who regarded themselves as friends* but who had not maintained contact, or who had only re-established contact when they wanted something, for some reason I was unable to really help. I wished them the best of luck.
“Sorry I couldn't help you. If something comes to mind, I'll be sure to call.”

Nothing works like a personal recommendation from a professional colleague —and you get that best by being a colleague, by being connected to your profession and the professionals within it, *and by being known as someone who cares and who shares*. It is no accident that successful people in all fields know each other; they helped each other become successful because they stayed in touch, through good times and bad, and helped each other whenever they could.

If you are going to use business colleagues and personal friends in your job search, don't mess up and do it halfheartedly. We live in a mobile society, so in addition to family, friends, and the colleagues you naturally know, *it is a smart long term career management strategy to establish*

yourself as a member of your professional community.

Social Networking

Social networking has now become an integral part of cutting-edge job search and career management strategies. It revolves around social and/or professionally oriented online networks that help you reach out to people you know, once knew, or would like to know. You can leverage your professional reach through connecting with others in your field, as well as through people with whom you share common experiences or interests.

Here's an example: A soldier who was cycling out of the military sought my help in her search for a new civilian career. First, to find other individuals with a similar background, I plugged in the word *army* at www.linkedin.com, perhaps the premier professional online networking site. I got more than 4,000 profiles of people (today - three years later - you get 269,000) who shared her military experience. We then tried a search using the phrase "*information technology*" (for her desired career change) and got 39,000 profiles (today it is well over one million). Both these potential networks would have relevance to her job search, but it got even better when we combined both the keywords: "*information technology* and *army*." This pulled up 908 profiles (today over 26,000) of people who shared her life experience and who had, in about half the hits, already made the transition into her desired profession. Such a degree of initial connectivity ensured she could hold helpful conversations with an enormous number of people, each of whom was relevant to her job search.

Social networking sites have become the place for corporate recruiters and headhunters, and this should shape the information you make available about yourself. For the professional in a job search this will start with your resume and possibly end the same way, simply cutting and pasting your resume into your official profile. You make yourself visible, but because this is a social networking site and not a resume bank, you do it without an "I'm for sale" sign, which is useful

when you are employed and looking for a new position.



Knock 'em Dead Tip

There are just too many social networks to list, and the more these sites proliferate, the more specialized they become. It is probably a good idea to have a presence on two of the biggest, linkedin.com and facebook.com. Beyond this, go to www.wikipedia.org and key in “social networks” for a complete listing. You’ll find networking sites by special interests, languages, sex, race, and more.

Social networking can get you useful introductions to people throughout your profession, the country, and the world—people who might know of jobs at their own companies or who can introduce you to people at companies that have openings. This new application of technology enables you to reach out into an almost limitless community of like-minded professionals.

It's simple: you join a social networking site and find people you have worked with in the past. Then expand your network by joining the discussion groups that exist on all social networking sites and connect with other members of those groups.

For employers and recruiters, networking sites constitute a reliable pathway to recruit qualified candidates, while for a job hunter they constitute a reliable pathway to jobs through the people connected to them. You can search a site’s database by zip code, job title, company, or any keywords of your choice. The database will pull up the profiles of people who match your requirements and allow you to initiate contact directly, through your common membership in groups, or through the chain of people who connect you.



Knock 'em Dead Tip

You will find social networking sites especially important when you are involved in or are planning a career transition. If you know you are cycling out of one profession and into another, you can use social networking sites to build a network of people who do the target job in your chosen profession and, whenever possible, people who have made a similar transition. If you are involved in a job search that involves career change, go to www.knockemdead.com and read the “[Stepping Stones](#)” article.

A Very Smart Networking Idea

Intelligent networking encourages you to form relationships with people in your profession and industry at many levels. Almost anyone in your industry or location can be useful regardless of title or experience, but the people of most interest you find will likely fall into these categories:

1. Those who are one to three title levels above you, who might hire you, now or in the future.
2. With this group you can initiate contact by sending an email to introduce yourself, and ask him/her to look at your profile. If this proceeds to a conversation and interviews, fine; if not, you can ask your contact to connect you to others.
3. Those at or below your level but with similar professional experience.
4. Those who work in related areas within the same profession or industry.

It's best to build a relationship by finding common ground. You can initiate relationships by asking for advice, and many people will give you a few minutes of their time. You will develop the best relationships, though, by reaching out to others with help and advice, because when you offer good things, forging a relationship with you becomes important to the other person. It is easy to do this by taking an active part in the special interest groups and also searching the social sites for people in your profession who are actively looking for jobs.

The challenge then becomes how to help, advise, or make a gesture that will encourage a

relationship of reciprocal introductions and job leads. The answer is logical and painless: Use the job leads you hear about that are inappropriate for your own use.

It's a not-so-funny thing about job searches: when you are fresh out of school no one is hiring entry-level workers; they all want you to call back in five years. Five years later when you are once again looking for a job, they now only want someone fresh out of school or with ten years' experience.

In your job search activities you are constantly coming across positions that aren't right for you but that could be just what someone else is aching to hear about. Offer these leads to others as part of your introduction. Here's how it can work: sometimes you have to send an email stating why you want to make contact, and sometimes you can communicate immediately—it depends on a number of variables. In the first instance you send an email simply stating you have a job lead that s/he might find interesting. This is a nice gesture and will get you lots of introductions.

In the second instance, when you are actually in direct email communication, state your business: "I am involved in a strategic career move right now, and I have come across a job that isn't right for me but that could be perfect for you. If you'd like to talk, let's exchange telephone numbers. I'll be happy to pass the lead on, and perhaps you have heard about something that would suit me...I am cycling out of the army and into the private sector and have been looking for jobs in IT in the South..."



Knock 'em Dead Tip

When networking, never talk about *what you want* in that ideal next job. It reduces the odds of someone telling you about an opening. Instead, talk about *what you can do*.

Your job search has you scouring the job sites for job leads, and now you have a use for all those positions that aren't quite right for you. Build your own database of the jobs that are not suitable for you and pass them on to all those people above and below you in your profession who will make perfectly symbiotic networking partners.

How social networks expand your approach options

When you find suitable job postings, you are usually faced with uploading your resume into a corporate or headhunter database, but now, along with your professional association memberships, social networks give you additional approaches.

Somewhere on one of your social networking sites there are people who work at that target company now or have in the past. Search for them, using the target company name in your keyword search, then look for job titles one, two, and three levels above your own, and then those at the same level or one or two beneath you.

The more you reach out, the better your reputation becomes and the more others will reach out to you. You will find much more on social and other networking approaches in the latest edition of *Knock 'em Dead The Ultimate Job Search Guide*.



Knock 'em Dead Tip: *Networking & Group Discussion Posts*

All the social networking sites, LinkedIn, Facebook, etc., have special interest groups that are used by recruiters (be sure to connect with me when you join the above sites). It is becoming increasingly common for job hunters to post pitches about themselves in the discussion groups. This helps you become visible to recruiters. This is done very effectively with the Subject Line technique we discussed in Chapter 7. At 132 characters, this subject line does double duty as a “signature resume” for group discussions:

Reg HR Manager—EEOC, FLSA, ADA, OSHA. 10 years exp includes arbitration, campus, executive recruitment, selection, compensation, T&D

Networking Letters

When you write networking emails and letters, use these guidelines for your structure; you can also use them as frameworks for networking conversations:

1. Establish connectivity: something or someone in common, or information likely to be of interest.
2. Use your common membership in professional associations as a bridge builder to other members.
3. Let contacts know what you can do. They will invariably want to help, but you have to give them a framework within which to target their efforts. DO NOT tell them about your dream job, or the promotion you always hoped for; don't get too specific, or allow your ego to get in the way of leads for jobs you really could do. You want to be "specifically vague": "I'm looking for something in operations within the medical devices area" gives the listener the widest possible opportunity for coming up with leads.
4. Tell whomever you are writing or calling, "It's time for me to make a move" or "my job just got sent to Mumbai, India, and I'm hoping I could pick your brain."
5. Don't ask specifically, "Can you hire me?" or "Can your company hire me?"
6. Ask for advice and leads. Then ask for guidance, "Could I send you my resume?"
7. By all means ask for leads within specific target companies, but don't rely on a contact with a particular company to get you in.
8. When you do get help, say thank you. And if you get the help verbally, follow it up in writing. The impression is indelible, and it just might get you another lead.

When you write networking letters and make the follow-up calls, you might be surprised to find who your friends are: someone you always regarded as a real pal won't give you the time of day, and someone you never thought of as a friend will go above and beyond the call of duty on your behalf.

More on Referrals

Most people have horribly inadequate networks; the professional association strategy is just one of a dozen approaches you can use to begin building and expanding them.

You can learn much more about networking for referrals, finding names and titles of hiring authorities, making verbal presentations, recognizing and responding to buy signals, and overcoming objections, in the latest edition of *Knock 'em Dead: The Ultimate Job Search Guide*.

Names and Titles Increase Your Options

Sometimes, to alert all the right people at a target company that you're available, you might approach half a dozen different managers. For example, let's say you are a young engineer crazy for a job with Last Chance Electronics. It is well within the bounds of reason that you would submit a cover letter and resume to any or all of the following people, with each letter addressed by name to minimize its chances of going straight into the trash:

Company president

- Vice president of engineering
- Chief engineer
- Engineering design manager
- Vice president of Human Resources
- Technical engineering recruitment manager
- Technical recruiter

Think through all the titles likely to be of use to you, based on the above criteria, and keep all these titles in mind when you go looking for names to attach to them: the more options you have, the more results you will get.



9

Sending Out Cover Letters

A successful job search needs an integrated overall plan that includes all the most practical job search strategies.

On a call-in radio show during this recession, I took a call from a woman who had “done everything and still not gotten a job.” She explained that she had sent out almost 300 letters and still wasn’t employed. After I asked her a couple of questions, I learned that she had been job-hunting for almost two years and had responded to two or three job postings a week. I also learned that as an accountant, there were some 2,000 companies for whom she could work. This breaks down to a job search that used only one largely passive approach to finding a job (responding to job postings) when there are at least five practical ways to find jobs, and where she managed to approach about 15% of her customers in two years. *Two employer contacts per week will not get you back to work*—or even on the right track with the kind of job that can help you advance toward your chosen work-life goals.

Just sending out letters and resumes in response to job postings without integrating them into more productive job search approaches is a sad excuse for a job campaign. Email and traditional mail initiatives should be integrated into every aspect of your job search. They should be a vital part of your job search strategy. You will need to maintain a balance between the *number* of emails and letters you send out on a daily and weekly basis, the *types* of letters you send out and how you follow-up on them by making telephone calls to initiate the conversations that must take place to win job offers.

Do You Need More Than One Letter?

Almost certainly, there is a case for having letters targeted for all your specific needs: to headhunters, to hiring managers referencing job postings, to hiring managers without reference to a specific job, letters referencing a referral, and networking letters, to name a few. The key is to create a great master version of each that you can then customize as needed.

A Plan for A Direct Approach to Hiring Authorities

A professionally conducted campaign will include the ongoing identification of the names that go with “most-likely-to-hire” target job titles at target employers. As you discover names to go with the priority job titles, send a personalized cover letter and resume via email and traditional mail and schedule a follow-up telephone call in your week’s agenda. as you come up with the names of people who hold other “most-likely-to-hire” target job titles within that company. You might also consider bookmarking desirable companies so you can regularly check in on their job openings.

This Is Not Your Last Job Search

Recalling that you are somewhere in the middle of a fifty year work life, with job and career change part of that landscape, this is probably not the first or the last job search you will ever do,

so save all your job search letters within a career management folder where you can find them again when you need them.

Develop electronic documents or paper file folders containing all the relevant information for each company. You'll want a link to the website and a list to include the names of the company's executives and all other management names and titles that you have identified as relevant to your job search. Whenever you find other interesting information, copy it into the company folder. For instance, you might come across information on growth or shrinkage in a particular area of a company, or you might read about recent acquisitions the company has made; you can use the website, Google, and Google News to track company activities.

All this information will help you target potential employers and stand out in different ways. Your knowledge will create a favorable impression when you first contact the company; that you made an effort is noticed and sets you apart from other applicants who don't bother. The combination says that you respect the company, the opportunity, and the interviewer; combined, these perceptions help differentiate your candidacy.

All your efforts have an obvious short-term value in helping you generate job interviews and offers. Who would *you* interview and subsequently hire? The person who knows nothing about your company, or the person who knows everything and shows enthusiasm with that knowledge?

Your efforts also have long-term value, because you are building a personalized reference work of your industry/specialty/profession in a specific target location that will get you off to a running start the next time you wish to make a job change.

Follow-Up: A Cautionary Tale

Although you will get calls from your mailing, if you sit there like Buddha waiting for the world to beat a path to your door, you may wait a long time.

A pal of mine placed a posting for an analyst. Within a week he had received more than 100 responses. Ten days later he'd received 50 more and was still plowing through them when he received a follow-up call (the only one he did receive) from one of the candidates who'd tracked down his name. The candidate's resume was "in the tank" with all the others, but the follow-up phone call got it discovered. The job hunter was in the office by the end of the day and returned the following morning, and she was hired by lunchtime. This is not an isolated incident: candidates who make themselves visible get hired.



Tomorrow Is Another Day

If you are not already successful in management, you need to know one of the success principles outlined in my book for managers titled *Hiring the Best*: "The first tenet of management is getting work done through others." Managers are always on the lookout for competent professionals in their field for today and tomorrow. BUT: they hate recruiting and interviewing. They just want to find the right person, hire her and get back to work. All you have to do is help her by packaging yourself professionally and using the strategies and tactics that will make her aware of your existence.

Follow-Up Calls Work

You'll notice that examples in the letter section mention that the applicant will follow up with a phone call. This allows the writer to explain to any inquisitive receptionist that Joe Schmoe is "expecting my call" or that it is "personal," or "it's accounting/engineering/customer service business."

It's surprising that so many people are nervous about calling a fellow professional on the phone and talking about what they do for a living. *Don't worry so much*. In this unsettled world there is an unwritten credo shared by the vast majority of professional people: You should always help one another if it isn't going to hurt you in the process. Everyone out there has been in your situation and knows it can happen at any moment. Because of this, almost everyone you speak to

will be sympathetic to your cause and help you if they can and, of course, if you ask the right questions.

No manager will take offense at a call from a professional colleague, and this is what you are. To know exactly how to make the call and what to say, look at the chapters on Making Contact and Telephone Interviews in the latest edition of *Knock 'em Dead: The Ultimate Job Search Guide*.

Use a Contact Tracker

To ensure that you keep track of your mailings and the follow-up phone calls, I recommend that you create a Contact Tracker on a spreadsheet program like Microsoft Excel. Create columns for the company name, telephone number, email address, and contact name. As a rule of thumb, an email sent today is ripe for follow-up within twenty-four to forty-eight hours; a mailing sent today is ripe for follow-up three to five days later.

Cover Letters: The Key to Your Job Search

A great cover letter will get your resume read with serious attention. It will set you apart and increase your interviews, and you can use the follow-up letter examples to help differentiate your candidacy through every step of the selection cycle. Hope to see you soon at www.knockemdead.com.



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Sample Letters

I have included letters from a wide range of jobs so that you will be able to find a letter telling a story similar to yours. However, letter layouts are tailored not to the job but to the person. So when you see a job search letter layout that works for you, use it: don't be restrained because the example is of someone in another profession.

ACCEPTANCE LETTERS

DELAYED START

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Reference _____ job offer

Dear Recipient Name,

I would like to express my appreciation for your letter offering me the position of _____ in your Department at a starting salary of \$____ per year.

I was very impressed with the team and facilities in _____ and am writing to confirm my acceptance of your offer. If it is acceptable to you I will report to work on Date. I need to offer proper notice, and then wish to take two weeks to go see my parents in Chennai. I do hope this is acceptable.

Let me once again express my appreciation for your offer and my excitement about joining your _____ staff. I look forward to my association with _____ and know my contributions will be in line with your expectations.

Sincerely,

Your Name
(555) 555-1234

HAPPY TO ACCEPT JOB OFFER

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Happy to accept the job offer and join the team

Dear Recipient Name,

I want to thank you for the privilege of joining your staff as _____ . Your flexibility and cooperation in the counter negotiations were much appreciated. Thank you for making every effort to make the pending transition a smooth one.

Per your requests, I am providing this letter, for my official file.

“In that your organization is a competitor of my previous employer, and in that this organization seeks to maintain goodwill and high levels of integrity within the industry, it should be duly noted, that neither you nor any representative of your organization, sought me as a prospective employee. It was my identification of a possible position, and solely my pursuits toward your company, that resulted in my resignation as Senior Director, to join your firm as Managing Consultant.”

If I can provide additional clarification on this matter, or assist in protecting the ethics of your company, notify me at your convenience. I look forward to starting with your team on the _____ of _____ .

Sincerely,

Your Name
(555) 555-1234

OFFER ACCEPTANCE AND PLAN OF ATTACK

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Marketing Research Manager job offer

Dear Recipient Name,

Thank you for your positive response to our meetings and the resulting job offer for the Marketing Research Manager position. I am delighted to accept your offer of employment and look forward to a fast start with the various projects we discussed during the selection process; the sales forecasting and strategic market planning for the core product line is especially intriguing.

I am honored that your organization feels that I am the right person to lead your marketing research efforts, and I will deliver the results we discussed. As I mentioned in our telephone conversation yesterday, I am constantly in touch with what the competition is doing with the goal of positioning **my team's** effort in the market place to yield maximum results.

Per your instructions, I will contact Name, Human Resources Manager, on Monday morning to arrange an orientation appointment. I look forward to meeting with you after that to start putting together a plan of attack; maybe at lunch after my orientation appointment?

Sincerely,

Your Name
(555) 555-1234

VP FINANCE ACCEPTANCE

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: VP Finance Acceptance

Dear Recipient Name,

This letter will serve as my formal acceptance of your offer to join your firm as Vice President of Finance. I understand and accept the conditions of employment that you explained in the offer letter.

I will contact your personnel department this week to request any paperwork I might complete for their records prior to my starting date. Also, I will schedule a physical examination for insurance purposes. I would appreciate your forwarding any reading material you feel might hasten my initiation.

Yesterday I tendered my resignation at Company Name and worked out a mutually acceptable notice time of four weeks, which should allow me ample time to finalize my business and personal affairs here and be ready for work at on schedule.

You, your board, and your staff have been most professional and helpful throughout this hiring process. I anxiously anticipate joining the Company Name team and look forward to many new challenges. Thank you for your confidence and support.

Sincerely,

Your Name

(555) 555-1234

DIRECT APPROACH TO POTENTIAL EMPLOYERS

ACCOUNTANT / MBA

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Accountant, AR/AP/AUDITS/MBA

Dear Recipient Name:

Just completing my MBA in Accounting at _____. Some of the key experiences I can bring to an entry-level position with your firm include:

- **Administering Accounts Receivable and Payroll for an engineering firm that was also engaged in construction and some custom manufacturing.**
- **Preparing individual tax returns as part of a volunteer program in conjunction with CIT.**
- **Serving as Treasurer of a campus organization, Delta Beta Gamma, which encompassed maintaining financial records and providing financial reports to the auditing CPA and to the national organization.**
- **Proficiency with basic Windows and Microsoft Office applications, as well as a keen interest in technology and high-tech businesses.**

I hope to join an organization where I can learn and grow, following the traditional paths to CPA and partnership. I would enjoy speaking with you to discuss the possibilities that exist and how I might best serve the needs of your firm and your clients. Please call me at **(555) 555-1234**, I look forward to opening a dialogue with you soon.

Very truly yours,

Your Name
(555) 555-1234
Attachment: resume

ACCOUNTING MANAGEMENT

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Accounting Management, analysis/reports/plans/budgets/audits/reviews/regulatory

Dear Recipient Name,

With proven capabilities in financial analysis and accounting management, I hope that my education and experience could benefit your company. For this reason, I have attached a resume for your review. Some key qualifications:

- 7 years' experience providing timely and accurate financial reports utilizing a variety of applications and procedures. I manage accounting functions for a manufacturing firm with over \$100 million sales. I advanced quickly in the finance department and have gained a wide range of experiences, primarily focusing my efforts on analyzing, reporting, and planning.
- Absolute reliability and dedication to efficiency. I work closely with controllers and managers in monitoring financial input/output, streamlining financial reporting processes, and meeting aggressive deadlines for delivering information and analyses. I am also knowledgeable and current on legislative and regulatory requirements.
- Planning and budgets. I participate in both strategic planning for long-term marketing, and in annual budget preparation. My analyses and input have contributed to the successful outcomes of external audits, annual reviews, and budgeting processes in domestic operations.
- Proficiency in current business applications, including CODA, DCS, 4TH Shift, FAS1000, MP 2, FOCUS, and Microsoft Office.

I have a strong desire to move into a business environment where my skills can be fully utilized in a more secure environment. I am confident that my track record, along with my dedicated professionalism, would allow me to make a significant contribution. I would enjoy meeting with you to further discuss the possibilities,

Please review the attached resume. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

CAREER CHANGE TO TEACHING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Japanese Speaking English Teacher

Dear Recipient Name,

With this letter, I would like to introduce myself and share my sincere motivation to teach English in Japan. My experience as a substitute middle school teacher has helped me to understand methods of student interaction and reach a level of comfort in the classroom.

I strive to build relationships with students and to facilitate classroom activities and inspire the learners. It is something I truly enjoy.

The _____ web site encourages “all outgoing, dynamic, and flexible people to apply.” In my current position as a flight attendant for Hawaii Wings Airlines, I am required to demonstrate these characteristics daily. Communication and quick-thinking skills are a must onboard an aircraft full of passengers. Flexibility is essential in the areas of customer service, in interaction with colleagues, and in work scheduling.

My motivation is indeed genuine, I have conversational Japanese and I look forward to the possibility of discussing the opportunity with you. I will gladly make myself available for a telephone or videoconference interview. My resume is attached for your review

Respectfully,

Your Name
(555) 555-1234

Attachment: resume

CAREER CHANGE - MARKETING TO FINANCE

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Finance: Accounting Manager/Director, Controller/Treasurer

Dear Recipient Name,

I have ten years' successful experience within financial services marketing, and will receive my CPA within two months. With this unique combination of skills and awareness, I now hope to segue into a more distinct financial management position such as accounting Manager, Controller or Treasurer.

As an Account Manager, in financial services I know many different industries, and my marketing savvy would be of unusual benefit to any company seeking someone with these titles.

My understanding of the revenue generating function **and** the revenue protection and leveraging function, especially of financial services companies, brings a very special frame of reference to my chosen path. As an executive recruiter, I am sure you can appreciate this.

I have attached my resume, which will flesh out my unusual and desirable background; I would appreciate your input. I am available for interviews, and can be reached at 555.555.5555. Please consider me available as a resource for your other searches within my profession.

Yours truly,

Your Name
(555) 555-1234
Attachment: resume

CAREER SHIFT TO RAILROAD INDUSTRY

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: 20 years in transportation

Dear Recipient Name,

With 20 years' experience in transportation, I am seeking a job opportunity that will lead to a long time goal to work in the railroad industry.

Attached for your review is a resume that briefly outlines my relevant qualifications. Some of the key skills that I believe make me a strong candidate for a position with your rail line include:

- **Significant experience as an Equipment Operator and Truck Driver.**
- **Experience dispatching for the New York State Dept. of Transportation.**
- **An excellent aptitude and desire to learn new tasks.**
- **An enjoyment of and willingness to work outdoors - in all weather conditions.**
- **Exceptional attention to detail and accuracy in my work.**
- **Responsible worker who is dedicated to consistently exceeding expectations.**

I understand the structure of the rail industry and am more than willing to accept an entry-level position (and all the challenges that go with it) in order for the opportunity to break-in with a railroad line. I would enjoy speaking with you in-person about how I could fill a need for your company. I look forward to talking with you soon, please email or call me at (555) 555-5555.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

CFO

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: CFO, global and boardroom performer.

Dear Recipient Name,

As a Chief Financial Officer, I have built a reputation for strategic business and financial planning for global corporations. My ability to identify challenges to and capitalize upon opportunities to expand revenue growth, reduce operating costs and improve overall productivity has always been one of my strongest assets.

My strengths in financial and accounting management as well as my thorough understanding of finance operations have vastly contributed to my career and success as a leader. I maintain self-confidence, credibility, and stature to make things happen with colleagues. Just as significant are my abilities to develop rapport among subordinates, coworkers, executive management groups and the board.

My objective is to secure a position as a CFO or Vice President and to pursue new opportunities with an organization providing new and exciting challenges. Having a complete picture of my expertise and experience is very important. As you will note in my resume, I have made significant contributions to my employers and take my job very seriously.

I appreciate your time and consideration and will be in contact next week to see if we are able to schedule a meeting date for an interview. I look forward to speaking with you soon. My resume is attached for your review

Regards,

Your Name
(555) 555-1234
Attachment: resume

CHANGING TO PHARMACEUTICAL SALES

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Pharmaceutical Sales

Dear Recipient Name,

I currently hold a sales management position for a very successful retail company. My talents to achieve high sales volume, work cooperatively with diverse personalities, and focus on providing exceptional customer service has allowed me to excel in customer relations and succeed in sales and marketing.

I want to extend my experience to the pharmaceutical sales field. I thoroughly understand the importance of developing customer relations, generating revenue from sales potential within a designated territory, and maintaining accurate customer information. Pharmaceutical sales have been an interest of mine for some time and I am confident that my background would transition well into pursuing this change.

I have the aptitude and willingness to learn the necessary technical and medical materials to promote your products intelligently. What I may lack in specific experience, I more than make up for with my dedication, energy, and determination.

Your time in reviewing my attached, confidential resume is greatly appreciated. I will follow up next week to answer any questions you may have regarding my qualifications. At that time, I would like to discuss the possibility of setting up a personal interview at your convenience. Please contact me if you would like to speak sooner.

Very truly yours,

Please review my attached resume

Your Name

(555) 555-1234

Attachment: resume

CREDIT / COLLECTIONS APPLICATIONS

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Credit/ Collections applications job posting

Dear Recipient Name,

I bring 18+ years of accounts receivable experience in addition to being involved in all processing stages of collections, resolving payment issues, and collecting on past due payments. The scope of my experience includes, but is not limited to, commercial, automotive, and manufacturing environments.

My focus is to deliver results and provide superior service by quickly identifying problem areas in accounts receivable and developing a solution strategy to ensure issues are resolved. My expertise lies in my strong ability to build rapport with clients, analyze accounts, and manage all aspects related to my appointed position and areas of responsibilities.

Due to circumstances beyond my control, I was unable to continue my employment as a cash applications analyst with a well-known automotive industry leader. My objective is to secure a position in accounts receivable and credit collections with an established company.

My attached résumé skills, experience and the contributions I have made to employers. I look forward to speaking with you soon to answer any questions you may have regarding my background and will follow-up with you next week.

Regards,

Your Name
(555) 555-1234
Attachment: resume

CUSTOMER SERVICE

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Customer Service Specialist, organized, calm, analytical, solution oriented

Dear Recipient Name,

Are you looking for a Senior Customer Service Specialist who is:

- * A team player able to achieve results through coordination with employees in all functional areas.
- * An effective communicator with excellent writing, training, and telephone skills.
- * Able to learn quickly, analyze complex information, and find solutions to problems.
- * Organized, thorough, and precise.

If so, you will be interested in my qualifications. I have a bachelor's degree in Business Administration and 7 years' experience in the insurance/financial industries, serving as Customer Relations Advisor and Calculations Processor.

I consistently receive the highest rating in my unit despite the fact that the difficult cases frequently find their way to my desk. I also contribute to my team by putting in extra time to clear backlogs and analyzing existing procedures to devise more efficient methods of operation.

My resume is attached for your review. If you think that I can make a positive contribution to _____, I look forward to meeting with you to discuss my qualifications in detail. Thank you for your time and consideration.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

DEDICATED ASSISTED CARE

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Your dedicated assisted care mission

Dear Recipient Name,

I was captivated by your company's mission statement when I visited the Web site. Your dedication of resources within assisted care facilities grabbed my attention because, as my attached PDF résumé indicates, it is precisely my area of expertise.

I am currently employed by one of your major competitors and I am looking to make a strategic career move. With 7 years experience in dedicated assisted care, I hope we might find time to discuss possibilities.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

DIRECTION SHIFT WITHIN SALES

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: B-to-B sales professional

Dear Recipient Name,

Having 5 years as an executive recruiter, I realize the number of resumes you receive on a daily basis. I also remember how valuable a few always turned out to be.

My background, skills, and talents are in all aspects of sales and sales management. As search is the only field of sales where the products talk back, I am confident that my skills will readily translate into less complex sales environments. My research indicates that your expertise is in this broad Sales/Marketing area.

I have attached my resume that highlights my skills and supports my objectives. I would appreciate the opportunity to meet and exchange ideas. I will call you over the next several days to make an appointment. If you prefer, you may reach me by email or in the evening at (212) 895-9045.

Thank you and I look forward to talking.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

EMEA ACCOUNT MANAGEMENT

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: EMEA Account Management

Dear Recipient Name,

It has been said, “in today’s world there are two kinds of companies—the quick and the dead.” I propose the same is true of managers. I am a dynamic sales management professional with extraordinary team building and interpersonal skills, and thrive in a global market.

I’ve held direct responsibility for commercial dealings with the UK, Ireland, and Germany; bilingual, my translation skills are strong in both languages. I also have conversational knowledge of French. My knack for capturing key client relations with diverse cultures and people is intense. I would like to bring my business savvy and management/marketing skills to your company.

My experience spans Real Estate Development, International Affairs and Procurement; a frame of reference relevant to any company with global aspirations. I never run from a difficult situation. In fact, if you want a successful completion, you can count on it, accurately, timely, and right the first time.

Dedicated to doing whatever it takes to achieve outstanding results, I will lead your team to meet tight deadlines. In short, I will not let you down. Outstanding references will verify these claims.

Please see my attached resume. I look forward to meeting with you to discuss your needs and the immediate impact I can deliver.

Best regards,
Your Name
(555) 555-1234
Attachment: resume

ENTRY LEVEL CHEMICAL ENGINEER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Entry Level Chemical Engineer

Dear Recipient Name,

Dear [Name]

Following my recent graduation from _____ University with a **Bachelor of Science Degree in Chemical Engineering**, I am currently seeking an entry-level position in the Energy Industry. I offer more than two years of hands on experience, a strong work ethic, and commitment to personal and company success.

Representative of my qualifications and accomplishments:

- Graduated with honors, including being named to the *Engineering Deans List*.
- Gained valuable hands-on laboratory experience as a Lab Assistant for two years in the *Dow Chemical Engineering Lab*, working on nano-particle suspension projects.
- Completed a summer internship with _____ *Nutrition* where I experienced and managed real-world corporate challenges and honed team-based communication skills.

I work hard, contribute collaborate, and strive to deliver strong and sustained contributions toward organizational goals. I learn quickly, thrive on challenges, am flexible in adapting to new environments, I am always willing to go the extra mile no matter what the task.

While my résumé provides an overview of my past performance, I look forward to a personal meeting at which time we can discuss my desire to start at the bottom and earn the right to become a respected member of your team. Thank you for your consideration.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

ENTRY LEVEL ENTERTAINMENT

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Entry Level Entertainment Industry

Dear Recipient Name,

If you are looking for a highly motivated recent college graduate, with a BA in Communications and work experience with production companies, and who understands that you start at the bottom, then we should talk.

I offer a combination of creative talents and a strong work ethic as well as the following qualifications:

- BA in Communications from the University of California, Santa Barbara.
- Hands-on experience directing, acting in and producing short independent and student film.
- Realistic understanding of the demands of the entertainment industry, gained through internships for TV production companies.
- Operating knowledge of a wide variety of audio and video equipment.

Please review my attached resume. I will call you next week to schedule a meeting; you can contact me at this email or the number below. Thank you for your time and consideration.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

ENTRY LEVEL MEDIA PRODUCTION

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Entry Level Media Production

Dear Recipient Name,

Do you need a tenacious and driven Production Assistant? Having completed classes, I will be granted a B.A. in Journalism from _____. In December, but I am eager to start my career now. I held two jobs while attending school and will have completed my degree in three years. It is with the same passion, integrity and energy that I intend to pursue my career.

“I would rank Ms. _____’s work in the top 10% of students I have taught; she is not afraid to tackle tough projects; I believe she has the ability to quickly make positive contributions.” ****, Ph.D., Chairperson, Department of Communications,
_____ College

“_____ was an exemplary Journalism major. She took charge of the tasks given to her and performed them in a superior manner. I admire her strong enthusiasm and her attention to detail.”

***** , Assistant Director of Television Technical Operations, _____ College

I possess the talent for and the understanding of how demanding a career in media can be. But unlike most, I am **willing to “pay the price” of hard work, rough work schedules and total availability** that the industry requires.

I am eager to learn more about the challenges facing your organization and to discuss how I can make a difference. Please review my attached resume and thanks so much for your consideration.

Regards,

Your Name
(555) 555-1234
Attachment: resume

ENTRY LEVEL PHARMACEUTICAL SALES

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Entry Level Pharmaceutical Sales

Dear Recipient Name,

As one of the most respected pharmaceutical companies in the industry, I am eager to make a contribution to your team as a Pharmaceutical Sales Representative.

As a recent graduate, with a BA in Marketing, my professional experience is limited. However, I believe that you will find that I exhibit intelligence, common sense, initiative, maturity, and stability. I would also like to bring these three relevant points to your attention:

1. As the daughter of a physician, sister of a nurse, and cousin of a surgeon, I have had a lifetime of exposure to the medical community and this gives me a greater than expected grounding in healthcare and its terminology than most of candidates.
2. It also gives me insight into the way physicians think, evaluate and make decisions. For example, I know product presentations must be made in a timely, succinct, and caring manner for successful sales in this industry.
3. In the last 18 months, since I made my decision to join the pharmaceutical industry, I have had intensive tutoring from family members.

I believe you will meet me and be impressed with my grasps of the sales process, and very pleasantly surprised with the depth of my understanding of the people who make up the target customer base.

After reviewing the attached resume, please email or contact me at (555) 555-1234 to arrange an interview. I look forward to discussing how my qualifications can meet your personnel needs and contribute to your company's important mission.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

ENTRY LEVEL NETWORK ADMINISTRATOR

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: **Entry-level Network Administrator**

Dear Recipient Name,

With my **MCP Certification**, and imminent **A++ Network Certification**. I am seeking an **entry-level Network Administrator** position. A brief highlight of the skills and values I would bring to your organization include:

- Knowledge of installation, configuration, troubleshooting and repair of sophisticated, state-of-the-art software and hardware.
- Acquired analytical, research, troubleshooting, interpersonal and organizational skills developed through on-the-job training within an IT environment.
- Proven success in prioritizing time, completing projects and meeting deadlines under time-sensitive circumstances, achieving stellar results.
- An energetic, enthusiastic, and "people-driven" communication style.

I would welcome a personal interview to further explore the merging of my training and knowledge with your **IT** needs. My resume is attached and I thank you for your consideration.

Very truly yours,

Your Name
(555) 555-1234
Attachment: resume

EXECUTIVE CHEF

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Executive Chef

Dear Recipient Name,

I am confident that my **23 years'** experience as an executive chef and hotel/restaurant manager would become an asset in your organization.

I have been the General Manager and Corporate Executive Chef of _____, a division of _____, since its opening in 1999. Responsible for menus, staffing, liquor, publicity, on and off site event catering (up to 7000), and many _____ City premiers.

Beyond the obvious, I deliver all the skills you would expect of an executive chef **in the nation's most competitive market.** I have prepared food and special events for heads of state, celebrities and society. I am responsible for all financial reporting and control systems to the parent company and am experienced in all aspects of new construction and kitchen design..

Prior to this, as Vice President of Operations and Executive Chef for _____ Country Club, I oversaw all profit and loss functions for a 165 seat a la carte restaurant and a 1,000-seat banquet facility. The club had an 18 hole Championship Golf Course that I managed, with an active membership of 1,000 members.

Thank you for your consideration. I look forward to speaking with you personally regarding my qualifications and how I can contribute positively as a member of your management staff. My resume is attached for your review

Sincerely,

Your Name
(555) 555-1234

Attachment: resume

FACILITY / MAINTENANCE MECHANIC

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Facility/Maintenance Mechanic

Dear Recipient Name,

As a Facilities and Maintenance Mechanic with 16 years' experience, I understand that the timely maintenance and repair of machinery, supervision of maintenance programs, and monitoring outside contractors, has real impact on company reputation and success.

Throughout my career I have always been promoted and successfully assumed increasing responsibilities. In my latest position as a Mechanic for _____ Foods, I had the reputation for excellent machinery knowledge and a keen attention to detail.

_____ Foods is downsizing the plant in ____, ___, and I have accepted a voluntary separation package from the company. I would like to continue my career with a new company offering me new challenges.

Thank you for your consideration. I hope that this letter and my attached resume grab your attention so that we may discuss how I may make a positive contribution to your team. I look forward to hearing from you.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

FINANCE INTERN

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Finance Intern, discipline, focus, communication, from finance family mean more than you might expect

Dear Recipient Name,

Are you looking for a driven, over-achieving intern committed to excelling in business and finance?

As a junior at _____ University, I am pursuing a BSBA with a major in Finance. My passion for financial markets and economics has steadily increased over the last five years and I am committed to developing my career path as a business leader within a major corporation. I am enthusiastic about working at _____.

I approach all of my work with discipline and focus; and as an intern with _____, I have the energy and commitment to make a meaningful contribution to your program goals.

_____ University, Cushing Academy, and The Boys Club of New York have acknowledged my academic and leadership achievements for excellence in academic studies, volunteerism, and peer mentoring.

Please review my attached resume and feel free to contact me at _____. Thank you for your consideration.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

FINANCE MANAGEMENT WITH CPA

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Finance Management with CPA

Dear Recipient Name,

As a Certified Public Accountant with solid experience as a **Chief Financial Officer** and a **Vice President of Finance**, I understand that success depends on the bottom line with special attention to financial and managerial teamwork. I believe that my background and accomplishments have proven to be a productive combination.

Throughout my career, I have been assigned increasing responsibilities and significantly contributed to corporate growth in Architectural, Engineering, and Construction sectors. Here are some accomplishments:

- Increased shareholder distribution from zero in ____ to \$1.3 million and \$1.5 million in ____ and ____, respectively; in spite of a 20% revenue shrinkage over the same time period.
- Improved cash flow more than \$3 million in 6 months.
- Grew profit margin from 3% to 10% for 3 consecutive years, *the best in company history*.
- Reduced overhead from 170% to 120% in direct labor.
- Trimmed DOS 21% from 85 to 67 days.

Thank you for your consideration. Please see my attached resume. I look forward to speaking with you to discuss how I might make a positive contribution to your operation.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

FINANCIAL PLANNER

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Financial Planner

Dear Recipient Name,

The Rock, a corporate symbol supported by the slogan “Growing and Protecting Your Wealth,” is a premier brand that can only be sustained through principled management, effective investment strategies, and ethical financial planners. I am a financial planner who strictly adheres to these same principles.

As an accomplished, credentialed and ethical financial planner, my qualifications include:

- * Series 7 and 66 Licensing.
- * Registered Investment Advisor.
- * B.A. in Economics.
- * Consultative and needs assessment approach.
- * The communication and presentation skills necessary to articulate product benefits.
- * Outstanding time management and organizational ability.
- * A willingness to “go the extra mile” for client and corporation.

I am skilled at new business development, cold calling and seminar presentations. Employers and colleagues have consistently praised my attention to detail, hard work ethic and ability to deal with the most complex client engagements.

I am confident that upon review of my attached resume you will find I possess the solid combination of experience and achievement that Prudential looks for in its representatives.

I look forward to hearing from you.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

HR GENERALIST

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: HR Generalist, M&A and re-org experienced

Dear Recipient Name,

Your recent growth might require someone acclimated to working with new subsidiaries and maintaining corporate policies and procedures. If your organization seeks someone to insure the integrity of human resource programs with new subsidiaries, please consider my track record:

- * 15 years diverse HR experience.
- * 5 mergers and reorganizations.
- * 9 years advising senior decision-makers on employee matters.
- * 5 years in benefits administration for \$1B company and 5 affiliates.
- * 15 years delivering HR presentations.
- * Open enrollment/benefits processing for professional employees.
- * 13 years grievance/disciplinary meeting involvement.
- * 10+ years training/development, entry through professional levels.

If you need a seasoned HR generalist who can interface with decision-makers and keep you 100 percent compliant with federal regulations, I am one individual awaiting your call.

However, as I know how busy you must be right now, so I will initiate contact on Monday at 11.30 a.m. Central. My resume is attached for your review and I look forward to talking, meeting and given your needs and our chemistry, perhaps joining the team.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

INSIDE SALES

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Telephone Sales

Dear Recipient Name,

My first job in sales management was right out of college running a beach bar. My competitors were like pesky flies—they kept popping up everywhere, opening with lots of glitz, taking all the customers, and then crashing and burning after six months. But during those six months they were trying to take all my customers!

These were serious challenges to which I responded with the best strategies and tactics I could coordinate—free pool playing, fruity drinks for girls, sports TV for the guys, I even gave away free beer one night.

Today I am the same aggressive, ambitious sales professional I was then. OK . . . these days I wouldn't give away free beer, but I do respond to sales challenges with all the competitiveness, creativity, and customer concern in my heart. In my last sales position, I was quite successful selling vacation packages by telephone for several reasons:

- I qualified my targets well.
- I was knowledgeable about the product and customer's motivators for that product.
- I think well and profitably on my feet.
- I'm honest and a natural rapport-builder.

The point of my attached résumé is that I would like to talk with you about bringing my sales, problem solving, and customer service skills to work for your organization. When can we meet? My resume is attached for your review

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

INTERNATIONAL RELATIONS INTERN

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: International Relations Intern

Dear Recipient Name,

I am interested in being considered for an internship. I am currently a senior at the University of _____ majoring in International Studies with a concentration in Latin America and a minor in Political Science. I speak and write Spanish.

Previous internships have increased my knowledge of International Relations and have enabled me to make use of my education in a professional environment. I am very serious about my education and future career and am eager to learn as much as possible throughout my internship.

My references will confirm that I tackle any task, no matter how humble or complex, with skill and enthusiasm. As a highly motivated professional, I enjoy the challenge of complex demanding assignments. My well-developed writing and communication skills are assets to such challenges.

I would welcome the opportunity to discuss how I could make a contribution to your organization as an intern. Please review my attached resume; I look forward to talking with you soon. Thank you.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

IT CONSULTANT

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: IT performance, **disaster recovery & information security**

Dear Recipient Name,

- Is your organization fully prepared to safeguard its technology services, information, and facilities in the event of disaster?
- Are you taking full advantage of high-value and cost-effective vendor agreements?
- Do you benefit from high team performance and low turnover?

If you have answered “No” to any of the above questions, then allow me to introduce myself and the expertise I can offer your organization.

My expertise is delivering results. I design, implement, manage and optimize comprehensive enterprise-class, disaster recovery and information security systems and procedures.

- **Expert in Disaster Recovery, Information Security, and Business Continuity**—expertise includes planning, protection, and off-site recovery of technology services, databases, and facilities.
- **Superior contract procurement, negotiation, and vendor management capabilities**—proven record for negotiating agreements that improve service quality and save millions in vendor costs.
- **Strong, decisive, and motivating leader**—reputation for building and leading high performance teams to breakthrough achievement.

These abilities have saved millions in vendor negotiations and third-party service agreements, optimized and secured company performance and led a variety of cross-functional teams to consistently achieve and exceed organizational mandates.

If this interests you, I invite you to review the attached resume. I am available for full-time, part-time, contract, and consulting assignments. I thank you for your consideration and I look forward to speaking with you soon.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

IT PROJECT MANAGER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: IT Project Manager

Dear Recipient Name:

Information technology expertise, combined with steady leadership, the ability to motivate cross-functional teams, and develop cost-effective solutions, are key to creating long-term customer satisfaction and loyalty.

As a seasoned **Project Manager** experienced in providing strategic direction in the design and deployment of technology solutions, I have

- Successfully managed customer accounts from defining project requirements through implementation.
- Engineered e-commerce business solutions for myriad organizations from start-up ventures to **Fortune** 500 companies.
- Completed all of the coursework, including specialized electives to obtain the Microsoft Certified Systems Engineer designation.
- Developed comprehensive RFIs and RFPs; selected the most qualified, cost-effective vendor; and directed cross-functional teams to ensure on-time, on-budget implementation.
- Efficiently prioritized projects, developed realistic timelines, and consistently met deadlines.
- Compiled and driven ratification of product requirements.
- Provided technical expertise to sales teams to assist them in closing the sale.

Could your company use a high achiever with a thirst for growth and new challenges? If so, I would like to discuss how my skills and experience could benefit your organization. I have attached my resume for your consideration and look forward to speaking with you.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

LOGISTICS

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Logistics

Dear Recipient Name,

An industry association referred to your organization as an active and selective executive search firm, and mentioned your name because of your work in Logistics. I liked that referral and think my experience might be of interest.

I have a 7-year career using logistics to cut costs and improve profits, usually in concert with other parts of the business. For example:

- I supervised the start-up of several remote offices to assist our plants in improving their distribution operations. By offering customized service, and through sharp negotiations, we saved over \$500 million in operations and warehouse costs.
- I directed the efforts of sizeable computer resources in the design and installation of a major application that saved \$2.5 million in carrier costs. The application **became the standard throughout the company's 46 locations.**
- Working with International Sales, I established Quality Control programs that have improved the timeliness and accuracy and speed of product delivery. Customer complaints plummeted to virtually zero, and remain there today.

A recent reorganization has reduced the number of growth opportunities within my company. I have concluded that another firm may offer a position and career advancement more in line with my personal expectations.

Please see my attached resume, I would like to talk with you about options. I suggest next week, the week of October 29, when you have a free minute. Please email or call my cell number below. I look forward to hearing from you.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

MENTAL HEALTH CARE

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Mental Health Care

Dear Recipient Name,

Throughout my 17-year career within the mental health profession, I have held increasingly complex positions, gaining extensive experience in working both with patients and in administrative functions. My particular areas of expertise are:

- Physical Medicine and Rehabilitation
- Adult Intervention
- Family Counseling
- Legal Issues
- Government Regulations
- Child Evaluation

Working with patients, physicians, legal officers, and family members has enabled me to be a highly effective therapist and an advocate for the patient and the patient's family.

As a Veteran's Administration official, I understand the intricacies of the federal bureaucracy and know how to navigate the workings of government agencies as they relate to mental health, including the Social Security Administration, Department of Veteran's Affairs, Department of Defense, and other entities.

I desire to *return* to a more focused health care organization, and would welcome an opportunity to interview with you in person. I feel my knowledge and strengths would be best applied as a consultant somewhere within Mental Rehabilitation Therapy.

I look forward to speaking with you at your earliest convenience and appreciate your time in reviewing my credentials and qualifications. I am confident that my professional knowledge and strengths, combined with my dedication, work ethic, and energy, will add measurable value to your organization. Thank you for your consideration. Please review my attached resume.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

MILITARY TO CIVILIAN RN

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: RN, emergency/**post-op/medical/infectious disease/oncology/end-of-life/crisis**

Dear Recipient Name,

In anticipation of completing my military service in April, 2011, I am seeking a civilian position that will capitalize on my experience and training as a US Navy Registered Nurse. I believe that my clinical background and specialized training in emergency response and crisis management would make me an asset to your nursing staff. With this in mind, I have attached a résumé for your review that outlines my credentials.

Some key points you may find relevant include:

- **Caring for a broad array of patients, ranging from infants to senior citizens, and including post-operative, medical, infectious disease, oncology, and end-of-life scenarios.**
- **Developing rapport with diverse cultural groups, both in clinical and social settings. The patients I have dealt with cut across the full spectrum of ethnic and socio-economic strata, from enlisted personnel to flag officers and their dependents..**
- **Completing training and engaging in field exercises that have prepared me for disaster response in a civilian community.**

I am confident that my dedication to caring for patients, and desire to become an integral part of a treatment team, would allow me to make a significant contribution to the health and well being of your patients.

Please contact me via phone or e-mail to discuss how I might fulfill your needs in a clinical nursing role. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

MUTUAL FUNDS

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Financial advisor: mutual fund research, high net worth, asset management, mutual fund analytics

Dear Recipient Name,

I am an investment professional with unique experience as both a financial advisor and having sold to sold to financial advisors. I also have considerable complimentary experience in mutual fund research and working with high net worth investors.

With 16+ years experience in asset management, mutual fund analytics, sales, marketing, research, client relationship management, financial advising and more, my experience allows me unusual insight into the nuances of investment strategy and client relationship management; assets **consistently recognized** by my employers.

At _____, as a Senior Sales Consultant, I have developed a solid reputation for raising the bar and establishing greater visibility and credibility for our team's professional role. I am interested in talking with you about opportunities at _____, involving investment analysis, product management, mutual fund investment strategy analysis, product and platform analytics and research.

I have attached my résumé to furnish you with specifics regarding my background, skills, and experience and am confident that you will find sufficient merit in my qualifications to warrant further investigation.

Thank you for your courtesy in reviewing my qualifications. I look forward to the opportunity of discussing my ability to make a meaningful contribution toward your goals.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

PA PUBLISHING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: PA Publishing

Dear Recipient Name:

In the interest of exploring opportunities in the publishing industry, I have enclosed my resume for your review. Over the last two years, I have gained valuable knowledge and experience in many aspects of personnel assistance, office procedures, and administrative operations.

Recently I volunteered my time to edit a cookbook and have been responsible for editing the newsletter for my sorority. I consider myself a good writer and an avid reader and have always wanted to get into publishing.

With my considerable energy, drive, and ability to work long hours, I believe I could make a positive contribution to your organization, and I would appreciate the opportunity to discuss my qualifications at your earliest convenience.

Thank you for your time and consideration. I look forward to meeting with you. My resume is attached for your review

Respectfully,

Your Name

(555) 555-1234

Attachment: resume

PERSONAL TRAINER

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Ideal Personal Trainer

Dear Recipient Name,

I am seeking a **Personal Trainer / Strength Coach** opportunity within a health club, physical therapy and/or fitness facility. Let me briefly highlight the skills, values and contributions I bring:

- Possess over 25 years health club experience with most types of cardiovascular, plate and free-weight systems.
- Proven ability to plan and implement training programs.
- Strong general management, sales, marketing and customer relationship management expertise.
- Comprehensive experience in human relations, within the retail/service arena, has characterized me as considerate, dependable, honest, straightforward, hard working, and personable.

Please review my attached resume. However, since a résumé can neither fully detail all my skills and accomplishments, nor predict my potential fit with your organization, I would welcome the opportunity to meet and discuss the possible merging of my talent and experience with your **personal trainer** needs.

Very truly yours,

Your Name
(555) 555-1234
Attachment: resume

PYHSICIAN'S ASSISTANT

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Physician's Assistant

Dear Recipient Name,

As a Physician's Assistant with 2 years of clinical experience in an emergency department setting and 20 years in other aspects of emergency medical services, I hope to utilize my skills in an emergency medicine position at your hospital.

In addition to a B.S. from _____ Institute of Technology, I have extensive training and experience in emergency medicine. Some of the highlights of my background include:

- **Over twenty years' experience as a volunteer and as paid staff for the Henrietta Volunteer Ambulance Corps in suburban _____.** In addition to logging over 7,600 active duty hours, I served as Vice President / General Manager for this busy service that answers over 4,700 calls each year. In this position, I was responsible for all operational aspects of the services provided.
- **Three years' experience as a Flight Paramedic for Mercy Flight.** I provided critical care to patients being transported by this air medical service that covers an 11-county region, transporting patients to critical care facilities.
- **Nearly two year's experience in _____ General Hospital's Emergency Department,** treating a wide array of patients from infants to senior citizens, with cases ranging from acute injuries and medical conditions to routine, non-acute cases.

I hope you will agree that my education, training, and experience have prepared me to effectively contribute to the care of your patients. I would enjoy speaking with you about opportunities that may exist and how I can best serve your needs. Please email or call me at the number below to arrange a time for us to meet. I have attached my resume and look forward to talking with you soon.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

PURCHASING MANAGER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Smart Purchasing Choice

Dear Recipient Name,

Do you cringe at the high costs your company incurs for goods and services?

Do you need someone who will maximize vendor resources, working hard to secure lower-cost, longer-term contracts?

Do you need someone who will immediately slash supply costs and streamline purchasing operations?

With more than 20 years in purchasing, retail sales management, store expansions, and new product research and market launch, I believe I may offer just what you're missing.

In my career with _____, a premier auto parts and accessories distributor, I have:

- Directed procurement of over \$200M of goods and services, accounting for 60% of _____ total purchasing budget.
- Launched 3 private label programs, garnering \$500K in additional profits during the first year of distribution.
- Recouped \$300K in stolen merchandise and prosecuted the employees responsible.
- Generated \$3M in savings by cultivating partnerships and negotiating long-term contracts with key suppliers.

If you're tired of seeing your company's profits slip through your fingers, please review my attached resume and call me today to schedule a meeting. I can't wait to discuss how I might benefit your purchasing operation right away.

Very truly yours,

Your Name

(555) 555-1234

Attachment: resume

RADIATION SAFETY OFFICER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Radiation Safety Officer

Dear Recipient Name,

Please accept this letter and the attached résumé as an expression of my interest in the Radiation Safety Officer position you are currently seeking to fill. I am confident that my education, experience, and familiarity with the University of _____ Research Center facilities provide me with the necessary skills to meet or exceed your expectations in this role.

For the past year, I have been a Health Physicist with the university, with responsibility for a variety of functions, including:

- Testing & Monitoring Equipment
- Training Medical Staff
- Ensuring Compliance with NYS Regulations
- Monitoring Staff Exposure
- Achieving CRESO Certification
- Supervising Four Technicians
- Serving on Various Committees
- Consulting with Physicians
- Maintaining Updated Technical Knowledge

I held a similar position at University of _____'s School of Medicine and Hospital. There I trained and supervised the work of a six-person technical team. I ensured that all equipment, materials, and supplies were in compliance with state regulations. State inspection results were always outstanding. *My commitment to health and safety has resulted in a perfect safety record.*

I hold two Master's degrees, one in Nuclear Engineering from _____ State University, the other in Nuclear Physics from _____. In addition, I speak three languages (English, Portuguese and Russian).

I thoroughly enjoy working at U of ___, and would welcome this opportunity to make an even more significant contribution to the success of its mission. I would enjoy discussing my qualifications with you in person and after reviewing my attached resume, invite you to contact me to arrange an initial interview. Thank you for your time and consideration.

Sincerely,

Your Name
(555) 555-1234

RELOCATION FOR APPLICATION DEVELOPER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Application Developer

Dear Recipient Name,

As an Application Developer I am very interested in joining your software development team. You have long been on my radar as a major innovator. You guys have a reputation for quality products, customer support and a strong reputation, as a great employer and I want to work in an environment in which application development is critical.

My current position is Application Developer for _____. The job has provided me with 3 years' hands-on experience in Visual Basic and other languages. However, I am ready to get more into actual software writing, as well as return to the _____ area.

I have a bachelor's degree in Computer Science and am getting close to completing my Master's degree.

My resume is attached for your review. I'll be back in _____ in three weeks, so I am going to call you to arrange a meeting for when I visit. In the meantime, please feel free to email or call for further information. Thank you for your consideration, I look forward to meeting you in the near future.

Yours truly,

Your Name

(555) 555-1234

Attachment: resume

RESEARCH / REFERENCE LIBRARIAN

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Research/ Reference Librarian

Dear Recipient Name,

Are you looking for an **Entry-Level Research or Reference Librarian or Cataloguer?** My experience with Internet resources and navigational tools, combined with my experience with library databases, affords you the opportunity to hire an entry-level library professional with proven librarianship success.

With my recent MLIS, 3.95 from U. Maryland, as well as internship experience in the reference department of academic and state government libraries, perhaps I can be of service.

My résumé is attached for your review, where you will find information on my education, training and work experience. I would like to draw your attention to credentials that are out of the norm:

- ✓ Fluent Polish, Russian, Slovak, German, Latin
- ✓ Taught English and Civics, pass rate of 100% over 8-year period: 2000 foreign students
- ✓ Voyager Module, AACR2r, LC classification scheme, MARC format, and OCLC, as well as Lexis-Nexis, Dow-Jones, Dialog Web and Classic

Providing high-level customer service and efficiency is my goal in library services. May we meet soon to discuss your needs? I will call your office next week to schedule a mutually convenient appointment, Thank you for your time and consideration.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

SALES

From: Your Name [Your e-mail address]

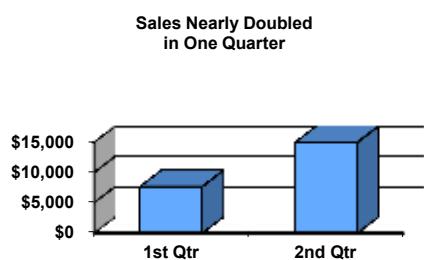
To: Recipient e-mail address

Cc:

Subject: Sales

Dear Recipient Name,

I want to add zeros to your bottom line. Specifically, I'd like to become your newest sales professional. And, perhaps the best way to link those two ideas is with this graph that shows how I'm performing right now.



What I do isn't magic. I just work harder and smarter than my competition by finding some profitable way to say, "yes" to every customer and potential customer.

My focus on your sales needs starts on the next pages. I wanted you to see a résumé that offers more than the usual recitations of job titles and responsibilities. That's why you'll find six capabilities I want to put at _____ disposal at once. Backing them up are a dozen examples of sales those capabilities in action.

My company values what I do. And, if I thought our market was growing as fast as yours, I would stay with them. While I cannot control market conditions, I am interested in making even greater contributions to my employer. That's why I'm "testing the waters" with this confidential application.

I do best using the consultative approach to sales. So, as a first step, I'd like to hear about _____ sales needs in your own words. May I call in a few days to arrange time to do that? My resume is attached for your review

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

SCHOOL BOARD

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: School Board

Dear Recipient Name,

Please let this letter serve as my intent to seek the vacated seat on the _____ City School Board. My motivation for seeking this position is that of public service. Because I have a deep commitment to community service and an in-depth knowledge of how a community works, I recognize that a public education system is critical to overall community success.

After retiring from law enforcement with thirty years of service, I returned to public service two years ago. I currently work as the Substance Abuse Prevention Coordinator for the City of _____ Health Department. Perspectives in the areas of substance abuse and public health would be beneficial to the school board.

In today's world, we fear for the security of our homeland. Our students and teachers need to be in a safe environment. Parents need to be confident that their children are secure at school and school-sponsored events. From my life experiences and training, I also bring expertise to the school board in this area.

Public service has always been my calling. An appointment to the _____ City School Board would allow me to use the skills gained from a 32-year career in public service to make a difference in people's lives. Though my children are grown, I look forward to a strong school system for my grandchildren.

I have the time to devote to the task and the drive, energy, experience, and vision to make a positive contribution as a board member. I ask you to consider not only my qualifications, but also my desire to serve. My extensive community involvement is outlined in the attached résumé.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

SENIOR ACCOUNT MANAGEMENT

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Senior Account Management

Dear Recipient Name,

Capitalizing on a career that encompasses substantial IT project management experience and extensive sales/marketing experience, I am seeking a new professional challenge that will combine these skills in a senior account management, project management, or technical leadership role. With this goal in mind, I have attached a résumé that outlines my qualifications.

Some experience you may find relevant:

- Managing the technical deployment of six different releases of _____, a sales force management too.
- Ensuring that hardware platforms in the field are prepared to receive new releases and resolving technical issues impacting end-user training for 6,000 users at 34 sites across the US.
- Pre and post sales support to key account decision-makers at Fortune 500 companies, delivering logistics solutions for import and export.
- Hands-on experience providing desk-side support to end-users; configuring hardware and installing software in the field; and delivering training to end-users and IT specialists.

I would enjoy talking with you about how my capabilities might match your needs, and will contact you soon to arrange an appropriate time for an initial meeting. Please review my attached resume and thank you for your time and consideration.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

SENIOR CUSTOMER SERVICE

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Senior Customer Service

Dear Recipient Name,

Are you looking for a Senior Customer Service Specialist who is:

- A consistent top performer with a strong desire to get the job done.
- A team player, able to achieve results through coordination with employees in all functional areas.
- An effective communicator with excellent writing, training, and telephone skills.
- Able to learn quickly, analyze complex information, and find solutions to problems.
- Organized, thorough, and precise.

I have a bachelor's degree in business administration and **7 years'** experience in the insurance / financial industry, serving in such diverse roles as customer relations advisor and calculations processor.

I consistently receive the highest ratings in my unit despite the fact that the difficult cases **frequently** find their way to my desk. I also contribute to the team by putting in extra time to clear backlogs and by analyzing existing procedures to devise more efficient methods of operation.

I believe that I can make a positive contribution to _____ and look forward to discussing my capabilities in detail. Thank you for your time and consideration. My resume is attached for your review

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

SENIOR EMEA MARKETING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Senior EMEA Marketing

Dear Recipient Name,

I am a Senior EMEA Marketing professional with stellar Asian sector successes who has leaped over cultural barriers to forge some of the most profitable technical opportunities in the telecommunications and construction fields.

I received 3 promotions in the last 4 years due to my success in managing contacts, motivating staff, and implementing marketing campaigns that tripled ROI. My work in strategic partnering, developing alliances, creating new opportunities, and exceeding multinational clients' expectations has helped my employers more than double their sales. Some repeatable highlights:

- Market data and voice communication services to multinational corporations and Internet service providers in Japan, Southeast Asia, Canada, and Western Europe.
- Delivered 28 global accounts representing up to a 250 % sales increase.
- Created the first transcontinental ATM circuit.
- Added \$1.5M in sales, with an add-on service option.
- Partnered parent company with Japan-based joint venture interests that enabled the first US-built airport in Japan. Landed 2 additional opportunities for a total of \$10M in business in one year.

Reviewing my attached resume, you will note doctoral, master's, and bachelor's degrees—and a host of quantifiable results and technical training that serve only to enhance my drive and enthusiasm. I will gladly set aside time to meet with you and discuss how my knowledge of technology, client relations, and strategic partnering can become your biggest asset.

Sincerely yours,

Your Name

(555) 555-1234

Attachment: resume

SENIOR PR

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: **Olympic performance in PR**

Dear Recipient Name,

Saw you quoted on the ____ Newswire blog last week and your comments made me smile: “everyone sees the gleaming results, no-one sees the blood, sweat and tears that lead to them. I believe I might have something to say of interest.”

An Olympic gold medal winner and 12-year high-tech public relations professional, I am passionate about achieving results for my clients and team. My track record for delivering successful strategic PR, executive communications and leadership positioning is demonstrated by ten years of client loyalty. I am a dynamic professional with extraordinary team building and interpersonal skills, and thrive in the competitive environment that's PR.

My complementary experience as a television commentator coupled with 20 years as a professional public speaker give me real validity when advising, coaching and media training clients and C-level executives.

In my attached resume you will find proof points for my PR acumen including:

- * Demonstrated track record of strategic communications and influential public relations
- * Accomplished media relations/story placement, from ABC News/ to ZDNet
- * Team, account, budget, client and C-level executive management
- * Client loyalty and satisfaction
- * Considerable network of high tech industry and players
- * New business success
- * Self-motivated team player

Thank you in advance for reviewing my resume. Please contact me at your earliest convenience to schedule an interview.

Best regards,

Your Name
(555) 555-1234

TEACHER TO CUSTOMER SERVICE MANAGEMENT

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Customer Service/Operations job posting

Dear Recipient Name,

If you need someone in customer relations or Operations who can rapidly assume a supervisory position, someone who is **fluent in Spanish, Japanese and Russian** and makes people a #1 priority, I am that person.

My experience with **daily planning, keeping people motivated and moving to the work** can be an immediate asset in Customer Relations. Here are some of my skills that align with your needs stated in the Monster job posting:

- SUCCESS IN DIRECT COMMUNICATION: Whether with students, management or the general public, my communication skills keep people interested and involved.
- TECHNOLOGICALLY ADEPT. Successfully integrated technology with conversational strategies . . . increased foreign language **student's competency** from 31 percent to 100 percent.
- FOCUS ON SERVICE: As a teacher, adept in varying approach to individual personalities and priorities, **and teaching this ability to others**.
- MOTIVATED: Proven abilities to multi-task diverse assignments and seeks additional assignments and leadership roles.

I want to channel my front-line communication and people skills to a position that matches my goal to move into the private sector. While you may not have considered it, I think you can see that a role in customer service operations is a logical transition for a high school teacher.

You will benefit from a professional with a proven track record in critical front line communications, and your customers and operations will have a team player who knows how to set goals, meet goals, and keep customers' needs at the forefront.

I will take the liberty of contacting you on Date at Time to discuss how my energy and talents could become your asset..

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

TECHNICAL SERVICES MARKETING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Technical Sales

Dear Recipient Name,

As a seasoned Technical Services Marketing Associate, I've generated considerable new business for my previous employers, and now I'd like to do the same for you. For the past 15 years I have pursued an increasingly successful career in telecommunications sales and marketing. Among my accomplishments are:

SALES

Competent with the entire sales cycle management process, from initial client consultation and needs assessment through product demonstration, price and service negotiations, and closing. **Sales increased 230% over last five years.**

MARKETING

Success in orchestrating all aspects marketing strategy, from competitive market intelligence and trend analysis, through product development, positioning to launch, and channel management and customer care.

TELECOMMUNICATIONS & NETWORK SOLUTIONS

Recognized for pioneering technology solutions that meet the needs of complex customer service, logistics, and distribution operations. Able to test operations to ensure optimum systems functionality and availability, guide systems implementation across multiple platforms, and deliver user training and support programs that outpace the competition.

Please see my attached resume, I look forward to learning about opportunities in your corporation.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

TRANSPORTATION MANAGER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Transportation Manager

Dear Recipient Name:

How big is that gap between what leadership wants from its production function, and what production delivers to the customers in a timely manner? If you'd like to shrink that gap, we should explore adding me to your team as Transportation Manager.

On the attached resume, you'll see more than a half-dozen cost, process and time saving contributions I have made in this area. They illustrate the five, profit-building capabilities I list right at the top of my resume. I'd like to put those advantages to work for you right away.

Over the last year, the failing health of parents guided my relocation from Knoxville to Montgomery and made the most demands upon time. Now this situation is resolved and I am eager to return to work in the town where I grew up.

If my credentials in the attached resume appeal to you, I would like to hear about your needs and how I might fulfill them. Thanks for your consideration; I look forward to hearing from you.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

VETERINARIAN

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Veterinarian

Dear Recipient Name,

My 15 years' experience addressing the health and performance needs of race horses at major tracks makes me a strong candidate for the opening you recently advertised at the AAEP website. Accordingly, I have attached my résumé for your consideration and review.

Some key points you may find relevant include:

- Strong capacity to function independently and make critical decisions without direct supervision. My knowledge of horses and experience at several major tracks means that I will need minimal orientation to "hit the ground running."
- An excellent track record maintaining the health of thoroughbreds and quarter horses, as well as assisting trainers in enhancing the performance of horses by improving their respiratory and general health and dealing with lameness issues (references can be provided).
- The ability to effectively evaluate young horses prior to purchase, through observation and diagnostic testing. I routinely produce quality repository radiographs and review radiographs in a repository setting. I also accompany buyers to auctions (Keeneland, etc.) to assess horses being considered.
- Experience assisting trainers setting up effective farm-based training programs, as well as helping breeders address reproductive health issues for horses in breeding farm settings.

I believe that I can be an asset to your organization and would enjoy discussing further how my knowledge, expertise, and professional dedication can address your needs. Please feel free to contact me to arrange either a phone or in-person interview at a mutually convenient date and time.

Thank you for your time and consideration. I look forward to speaking with you soon. My resume is attached for your review.

Sincerely

Your Name
(555) 555-1234
Attachment: resume

WAREHOUSE LOGISTICS

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Warehouse Manager, assembly/expediting/scheduling/shipping/receiving/order fulfillment/customer service

Dear Recipient Name,

If you are in need of a Warehouse Manager/Inventory Control Specialist/Production Manager or Assembly Order Fulfillment Supervisor, please consider my track record: 15 years' experience in assembly, expediting and scheduling, shipping and receiving, order fulfillment, customer service, sales, supervision and training.

I have a verifiable track record of meeting deadlines in demanding situations:

- Efficiently scheduled assembly, material handlers, and warehouse personnel, and closely monitored interplant transfers of raw materials from 20 warehouses. Assembly production and distribution procedures yielded high levels of productivity: 90% on-time delivery, including emergency orders, of up to \$1 million in SKUs per week.
- As final assembly and inspection member of 4-person team, met heavy production schedule (35 to 60 complex, fabricated units per day) with 6% or less error rate.
- Working as part of a team, created, tested, packaged, and directed to shipping custom ship sets of complex hose assemblies, meeting deadlines 99-plus% of the time.

It is hard working and cooperative people who deliver results. My focus on teamwork and productivity has always proven successful in past assignments. I am competent, enthusiastic, with a strong work ethic, dedicated and dependable – I get the job done right.

May we meet soon to discuss your needs? Please review my attached resume and thank you for your consideration.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

DIRECT APPROACH TO RECRUITERS

CORPORATE ATTORNEY SEARCHES - HEADHUNTER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Corporate attorney searches

Dear Recipient Name,

Do you have a technology or telecommunications client looking for a savvy, commercially-oriented C-level corporate attorney and executive with over 20 years experience in law and business and recognized expertise in corporate governance and M&A transactions?

As a lawyer and business executive, I have worked with both public and private companies, from venture capital and private start-ups to global public companies. I have provided significant details of my contributions and work experience in the attached resume. By way of highlights:

- Headed the legal group and was the right hand man to CEO and a key advisor to board, navigating them through strategic planning, SEC, Sarbanes-Oxley and other corporate governance issues. I also closed over 50 M&A deals over an 8 year period, advised the board on our acquisition and disposition strategy and managed investor relations for the company.
- Held a corporate development role at _____ as Director of Ventures & Alliances, responsible for managing joint venture interests and supporting the merger implementation programs. Before taking on this role, I was a lawyer in the consumer markets group, acting as the lead attorney supporting the company's initial efforts of launching consumer Internet products.
- 15+ years of technology/Internet experience in private practice and industry, and have delivered advice in all aspects of technology practice and provide a superior broad-based knowledge in intellectual property protection programs and commercialization, including IP sale agreements, licensing and development deals, IP-sharing joint ventures, and distribution agreements.
- A graduate of U.VA School of Law and Graduate School of Arts & Sciences and member and contributing author, Virginia Journal of International Law. At UVA Law, awarded the *Order of the Coif*. My undergraduate degree (B.A.) was from Berkeley where I graduated *magna cum laude* and was elected to *Phi Beta Kappa* honor society.

I bring a level of maturity, significant international experience, and a mix of legal and business experience and entrepreneurial outlook. I am willing to relocate as required. I am seeking an opportunity with an emerging or rapidly growing technology or communications firm; I thrive in the chaotic environments of aggressive entrepreneurship. If you believe there is potential for a strong fit with a client, please contact me.

Sincerely,

Your Name
(555) 555-1234

Attachment: resume

ENGINEER TO PROGRAMMER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Programmer Analyst

Dear Recipient Name,

My certification in computer programming, along with my experience in electromechanical engineering, are among the primary assets I would bring to a programmer/analyst position. Perhaps with one of your clients who specialize in website development.

As part of my training at _____, I designed design, wrote the code, edited, and modified numerous e-commerce websites. These projects succeeded not only because of my skill in applying my technical knowledge, but also because of my strict attention to detail, and **understanding of computer architecture, fostered by my 6 years' engineering experience.**

Currently I'm employed at _____ in _____, ____ executing experiments
on electrical/mechanical testing equipment to ensure conformance to customer specifications.

I am committed to continuing my professional education and success as a programmer analyst, I love the work. Please review my attached resume; I look forward to hearing from you to schedule an interview.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

EXECUTIVE COMPUTER SPECIALIST

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Executive Computer Specialist job posting

Dear Recipient Name,

My experience installing and maintaining computer networks, hardware, and software, along with my skills in training users and developing cost-saving applications, are the assets I would bring to the position of Executive Computer Specialist.

I am a Certified Novell Administrator. And my technical skills include expertise in Novell Netware, MS DOS and Windows, as well as experience with hardware including Cabletron, and software including the Microsoft Office Suite. My computer expertise has saved my employers production time and costs. As a Senior Computer Specialist, I

- Installed a Personal Computer LAN utilizing the Novell Netware Networking System. I saved \$35,000 and used the savings to upgrade the equipment installation.
- Designed and implemented a system to cut printing costs. The system is projected to save the government \$4 million over four years.
- Developed software packages, including “point of sale” software and mortgage software, for commercial applications.

I believe my skills and experience will make me succeed in the position of Executive Computer Specialist. Please review my attached resume, which details my experience and achievements, and then I look forward to talking technology solutions with you.

Sincerely yours,

Your Name
(555) 555-1234
Attachment: resume

HEALTH MANAGEMENT

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Health Management Professional

Dear Recipient Name,

With a 20+-year track record in the pharmaceutical industry, I believe that I have unique talents that could benefit one of your HMO clients. Some of the key capabilities that I could bring include:

- Design and implementation of health management programs. First-hand experience developing programs for asthma management, and directing programs that have delivered substantial savings to client firms.
- Managing the development and implementation of web-based services that are new revenue streams for my firm and value-added services to its physician customer base.
- Exceptional account relations skills. I currently call on and maintain business relationships with key client contacts at the highest levels.
- A broad understanding of the health care industry, which includes pharmaceutical sales and extensive interaction with health care professionals at all levels.
- National certifications from the University of Wisconsin in Quality Management and from the National Heart, Lung & Blood Institute.

I am confident that my knowledge and expertise would allow me to deliver successful results for one of your clients in the health care industry. I would enjoy speaking with you to explore potential client opportunities.

Please review my attached resume. Thank you for your time and consideration. Please call or e-mail me to arrange a convenient time for us to meet. As my employer is unaware of my job search, I trust that you will hold this correspondence in strict confidence and consult with me before releasing my materials to a prospective employer.

Your Name
(555) 555-1234
Attachment: resume

INTERNATIONAL OPERATIONS

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: International operations and project management

Dear Recipient Name,

Over 12 years, I have built a successful career in **international operations and project management**. I have extensive experience in **diplomacy and international public affairs**, dealing with foreign government officials, Heads of State, and Ambassadors as well as Fortune 100 senior executives. I am particularly adept at living and working effectively in foreign countries and with diverse cultural imperatives.

Feasibility studies, crisis resolution, and international risk assessment are areas where I excel. Unit construction and operations, mining/drilling and industrial equipment procurement, sales and distribution are areas where I may be of particular assistance, but my skills are transferable to virtually any industry.

I look forward to hearing from you to discuss any mutually beneficial opportunities that you may be aware of. Please feel free to send my resume to others who may have a need for a professional of my caliber. I am willing to explore interim assignments and consulting projects as well as senior management opportunities.

My attached resume details some of my accomplishments and credentials.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

IT DESIGN AND IMPLEMENTATION

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: IT design and implementation

Dear Recipient Name,

Capitalizing on my success managing IT design and implementation projects for _____, I am seeking a professional opportunity where my project management, customer relations, and organizational skills can benefit one of your clients.

Some of the skills and experience I bring to a position include:

- *Defining project parameters, including interviewing clients to assess goals and objectives, and developing specifications and project deliverables.*
- *Serving on leadership teams that have managed project budgets of up to \$10 million to consistently meet customer timeline requirements and budgetary constraints.*
- *Coordinating activities of programmers, Web developers, software engineers, network engineers, graphic artists, and customer representatives to meet project goals.*
- *Testing and validating applications during development stages and upon completion to ensure client objectives are met.*

I am open to relocation anywhere in the United States and would eagerly accept either contract assignments or permanent employment. Thank you for your time and consideration and please review my attached resume. I look forward to speaking with you soon.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

IT MANAGEMENT

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: IT Management, needs/evaluations/vendors/systems development/beta/
quality/documentation/multisite

Dear Recipient Name,

Information technology projects for high-growth companies are my area of expertise. Throughout my career I have been successful in identifying organizational needs and leading the development and implementation of industry-specific technologies to improve productivity, quality, operating performance, and profitability.

Responsibilities include the entire project management cycle, from initial needs assessment and technology evaluations through vendor selection, internal systems development, beta testing, quality review, technical and user documentation, and full-scale, multisite implementation.

In my current position at _____, I initiated and managed the technological advances, administrative infrastructures, training programs, and customization initiatives that have enabled the company to generate over \$3 million in additional profits in the past year.

My technological and management talents are complemented by my strong training, leadership, and customer service skills. I am accustomed to providing ongoing support and relate well with all levels of an organization. Most notable are my strengths in facilitating cooperation among cross-functional project teams to ensure that all projects are delivered on time, within budget, and as per specifications.

Originally hired for a one-year contract at _____, I have been offered a permanent position within the company. However, I am interested in greater challenges and would welcome the opportunity to meet with you to determine the contributions I can make to your client. My resume is attached and I will call you next week to set up an appointment.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

MARKETING DIRECTOR

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Marketing Assignment

Dear Recipient Name,

I recently learned that you have a Marketing Director assignment in process. I am a serious candidate for this position. Please consider:

- After joining _____ as Marketing Director, I revitalized a declining processed-meats product category in less than a year, introducing better-tasting formulas and reduced product costs by over \$100,000. Dramatic new packaging and fresh marketing strategies doubled previous sales.
- I have carefully crafted and fine-tuned many new product introductions and line extensions, such as _____, _____, and _____'s _____.
- My sales/marketing experience dates from _____, when I formed a direct sales company to pay for my MBA (now the top-rated program in the U.S.A., I'm proud to say).
- I designed events like the _____ program, and _____'s sponsorship of the Indy 500 Williams racing team.
- Always make joint sales calls with field reps and marketing brokers.
- Marketing programs for home and commercial satellite systems, "high-tech" audio/video, and radio communications equipment.

I am bi-lingual and quickly absorb other languages. If this grabs your attention please review my attached resume and give me a call.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

MILITARY TO CIVILIAN TRANSITION

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Sys admin/people skills/military background

Dear Recipient Name,

If you seek a new Systems Administrator who is technically proficient and has verifiable interpersonal skills, then we have good reason to talk. Whatever the Sys Admin **challenge, I've done it, done it under fire and can handle whatever you throw at me; that's my military training speaking.**

I possess extensive technical skills and experience. My primary focus has been on Windows NT. In fact, I am currently pursuing my Microsoft Certified Systems Engineer designation. My plans are to attain this at about the time I leave the military in two months, when I will be able to bring this added expertise to an employer. My attached resume has all the details.

More difficult to portray on a resume are people skills. My job is to serve as a support person, there to keep the system operating smoothly for end-users, as well as to provide them training. Colleagues, supervisors, subordinates, and end-users will confirm my interpersonal skills during reference checks.

Sys Admin is a team and cross-functional team effort. I have commendations for my abilities as a team player as well as a team leader and a verifiable track record in taking projects and running with them, but the successes are a result of the combined efforts of the whole team.

A meeting at your convenience would be greatly appreciated. I look forward to meeting you in the near future. Please review my attached resume.

Your Name
(555) 555-1234
Attachment: resume

PRODUCT MARKETING

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Product Marketing

Dear Recipient Name,

If you are looking for a successful executive to take charge of new product marketing, you will be interested in talking to me.

10 years of experience in every aspect of marketing and sales in different industries gives me experience in _____ and the helpful frame of reference from working in other areas. My search is focused on companies that innovate, because I am particularly effective at new product marketing.

I have successfully managed new product-marketing research, launch planning, advertising, product training, and sales support, as well as direct sales. In my current position with_____, I created several product marketing approaches that other operating divisions adopted for their programs.

My business education includes a Marketing MBA from _____ School of Management, and provides me with a variety of useful analytical tools in managing problems and maximizing opportunities. My superior sales track record guarantees that I bring the reality of the marketplace to each business situation; I know what sells and why.

Currently, my total compensation package is in the _____ range; I am looking for a company that rewards performance consistently. Since I am active in a job search, please contact me immediately if you are conducting any searches that might be a good fit. Relocation is no problem.

Thank you in advance for your consideration. Please see my attached resume

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

QUALITY ASSURANCE TECHNICIAN

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Quality Assurance Technician, Reliability, Critical Thinking, and Attention to Detail

Dear Recipient Name,

If you are looking for a dedicated and competent Quality Assurance Technician, look no further. In 15+ years' experience in quality assurance and quality control I have designed better consumer-friendly products and improved sales of existing products. Reliability, critical thinking, attention to detail and focus are a few of the qualities I bring to Quality Assurance work.

Delivering solid productivity increases has been the norm throughout my career in the electronics field, I have achieved superior results at *Continuum Biomedical, HMT Technologies, Wheco Electronics, 3M Healthcare, Irwin Magnetic, and Xircom Electronics*; and have the references to back up this claim.

My track record means your client gets a Quality Assurance Technician who is productive from day one. My And from day one, my commitment would be to simplify processes, improve products, develop workforce competencies and boost output while completing projects ahead of schedule and under budget.

Further qualifications are outlined in the attached resume. Given my relevant technical skills, familiarity with the product line, and understanding of electronics manufacturing, I could step into a job and be of immediate assistance. Please contact me by phone or email to arrange a convenient time to meet. Thank you; I look forward to speaking with you soon.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

SENIOR NETWORK CONTROL TECHNICIAN

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Senior Network Control Technician job posting

Dear Recipient Name,

I am excited by your job posting for Senior Network Control Technician / Administrator. My qualifications and technical background, as well as fieldwork, marketing, and customer service experience, match your requirements for this position. The attached résumé reflects the experience and technical training to provide customized network and hardware and software solutions to meet remote customer needs.

I believe the following are relevant to your needs:

- An accommodating attitude and willingness work hard at any level to accomplish tasks and meet deadlines.
- The ability to multi-task, prioritizing tasks and job assignments to balance customer needs with company goals.
- Strategic planning to head off downtime and restructure company systems to realize major improvement.
- Aptitude for troubleshooting problems, while respecting customers and explaining problems/solutions in accessible language.
- Consultative, straightforward communication techniques that promote development of strong and lasting rapport and trust.
- A work ethic that honors integrity and excellence to enhance company distinction.
- A persuasive, take-charge style seasoned with a sense of humor for a pleasant work environment.
- Psychological insight and a talent for motivating others to work at higher levels to increase productivity.

An interview to further investigate your needs and my qualifications would be of great interest to your clients' needs. I look forward to hearing from you. In the meantime, thank you for your time and consideration.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

SENIOR R&D ENGINEER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: R&D –to-market problems?

Dear Recipient Name,

If your R&D-to-market time needs a sense of urgency, creativity, and a seasoned coordinator of people and priorities, we should talk. As a Senior R&D Engineer, this is what I do, and have done successfully with 73 new products. Here's why we should talk:

- STRATEGIC PLANNING: Long- and short-term plans that kept a \$2B manufacturer ahead of its competition since Year.
- COORDINATED RESOURCES: 20+ years in planning, reviewing, benchmarking technical performance, meeting budgetary goals, and coordinating interlaboratory and interdepartmental efforts.
- ENRICHED KNOWLEDGE: New Product training of sales, marketing, and technical staffs. Worldwide.
- MOVED THE MARKET TO OUR PRODUCT: Expert at using technology to create markets.
- IMPECCABLE RECORD: Achieved 70 to 80 percent first-time success rate in field testing for all products developed; hold x# US patents; consulted worldwide by engineers and scientists; published; presenter at technical conferences since post-doctoral fellowship

Reviewing my credentials and past results, you will note they occurred in the _____ field. However, I am confident the core technical, engineering, analytical, and organizational expertise readily adapts to _____, because in R&D-to-market while the products may be different, the concerns remain constant.

If you need a driven problem solver who can get your people moving to the work, I am ready to discuss how I can reignite your R&D efforts and create a flurry of opportunity. I am the only the only non-salesperson in my profession ever to get a sales award. Please see my attached resume, I look forward to talking.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

SYSTEMS INTEGRATION

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Systems Integration job posting, software, firmware, and hardware

Dear Recipient Name,

My **14 years'** in electrical engineering supported by extensive management and product development experience are key assets that I can contribute to one of your clients' future success. I can contribute significant expertise in systems integration within the telecommunications industry.

I work with cutting-edge technologies, including **embedded microprocessors, RF, telecommunications, and wireless**, in the development and manufacture of products for varied industries. Integrating software, firmware, and hardware to create unique applications is a key strength.

Applications that proved marketable include custom instrumentation and a PC-based network for GPS tracking vehicles in transit. In addition, I have also played an important role in both the sales and customer support process, helping _____ win its largest municipal contract with the city of _____.

I welcome the opportunity to meet with you to explore areas of mutual benefit. Attached is my resume for your review. In order to present my credentials more fully, I will follow up with you to answer any questions you may have. Thank you for your consideration.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

TECHNOLOGY PROFESSIONAL

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Technology guru with business development & global experience

Dear Recipient Name,

My broad background in all aspects of computers, from design and installation through user training and maintenance, coupled with my business operations expertise, are the assets I would bring to a position with one of your clients.

Currently I hold a management level position with _____, a firm that designs and builds flight simulators for U.S. and foreign governments. I provide the electronics expertise in completing approximately 12 major projects annually, which means I conceptualize the simulators' computerized mechanisms, direct the design and manufacturing processes, then install and test the systems at clients' sites around the world.

The other major aspect of my job involves aggressively targeting new business. At a point when _____ was facing an essentially saturated U.S. market, I designed and implemented an upgraded web presence to target international clientele. The site generated 80% of our new business within one year.

Other assets I would bring to one of your clients include skill in relocating entire company IT systems, as well as experience servicing all major brands of PCs. I am familiar with nearly every computer-associated component, program, or operating system on today's market.

Thank you in advance for taking a few moments to review my attached resume. I am confident that the experience you'll find outlined therein will be valuable to one of your clients. I look forward to hearing from you.

Regards,

Your Name

(555) 555-1234

Attachment: resume

VICE PRESIDENT OF ASSET LIQUIDATION

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Asset liquidation assignment? Get this guy!

Dear Recipient Name,

As the Vice President of Lease Asset Liquidation with _____, I successfully engineered the recovery of \$23 million in assets, almost three times the original buyout offer of \$8 million.

Throughout my career I have been instrumental in developing and implementing workout and liquidation strategies and have earned a strong reputation as a professional who gets the job done.

My reason for contacting you is simple. I am interested in project opportunities that will serve both to challenge and to utilize my abilities in asset liquidation management. My current project will be completed within the next four to six weeks. I am currently considering offers and intend to make a decision by February 1st.

Please see my attached resume for details. I look forward to hearing from you to discuss any mutually beneficial opportunities.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

VP OPERATIONS / ADMINISTRATION

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: VP Operations/Administration

Dear Recipient Name,

In the course of your search assignments, you may have a requirement for an organized and goal-directed VP of Operations, a title I currently hold. I have an MBA degree from _____, and a BBA from _____. Strengths I possess for the success of such a position include:

- Direct line operations responsibility improving **gross margin to 8.0%**.
- Planning and developing over **\$15 million in new construction projects**.
- Reduction of departmental **operating expenses to 1.1% below budget**.
- Negotiating and developing contractual arrangements with vendors.

I have the ability to define problems, assess both large-scale and smaller implications of a project, and implement solutions.

The attached resume outlines my administrative and business background. My geographic preferences are the midwest and southeast regions of the country. Relocating to a client's location does not present a problem. Depending upon location and other factors, my salary requirements would be between \$130,000 and \$150,000.

If it appears that my qualifications meet the need of one of your clients, I will be happy to further discuss my background.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

VP C-LEVEL FINANCE

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: VP/ C-Level Finance

Dear Recipient Name,

Mentored by _____, founder of _____, I successfully progressed within his privately held organization for twelve years, serving on the **Board of Directors of 13 separate companies** and holding positions including **Treasurer, Vice President of Finance**, and ultimately **President**. During my tenure the holding company grew from 7 employees to more than 1,000 while **revenues increased from \$3 million to \$108 million**. My attached resume gives further detail.

I have built my career on my commitment and ability to create open lines of communication between the Board of Directors and senior management to **protect the investments of my organization and to assure the attainment of the target return**. I have the experience, talent and energy to turn around, create or grow a dynamic organization.

I am interested in exploring any senior management opportunities that may be available through your organization and would also be interested in interim or consulting roles. Geographically speaking, I have no limitations and am available for relocation throughout the U.S. and abroad.

I look forward to hearing from you in the near future to discuss mutually beneficial opportunities.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

FOLLOW-UP AFTER FACE-TO-FACE MEETING

401K PROFESSIONAL

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: **James/Culbertson Communication Consultant meeting**

Dear Recipient Name,

It was very enjoyable to speak with you about the Communications Consultant position last Wednesday, January 11th. I truly appreciate all the time and care you took in exploring the scope of responsibilities and examining my qualifications.

I will bring my Section 401(k) experience to bear with good effect – directing the brand communications experience from initial conception through execution: Positioning strong development, execution and management experience of 401(k) plan marketing and communication strategies for – plan sponsors, plan participants, financial consultants and investment committees – thoughtfully managing resources and budgets in alignment to overarching communication plans and goals.

I am comfortable interacting with all levels of internal and external clientele, including Client Relationship Managers, Chief Financial Officers, Human Resource Directors and Investment Committees one-on-one or during a boardroom presentation.

I always strive to build trust and respect, building solid relationships across an organization and with key external constituencies have always been essential ingredients to my overall success as a leader.

I am excited about this opportunity and eager to move forward

Sincerely,

Your Name
(555) 555-1234

BUSINESS ADMINISTRATOR

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Anjo/Stevens/ Lyndon business administration meeeting

Dear Recipient Name,

I want to express my appreciation to you and your team for the time and courtesy extended to me during my interview at 2PM on Thursday October 8th. I enjoyed the discussions and am even more enthusiastic about the Director of Business Administration position after hearing about the financial and operational challenges facing the _____ School District.

I am a hard working, goal oriented professional who works well with others at all levels. As evidenced by the positions I held at the _____ School District, Educational Testing Services and _____, I have a diverse business background that enables me to bring a wide frame of references to the challenges we face here at _____.

I recognize the importance of the Director of Business Administration's role and, based on my past successes, am confident that I can meet the challenge. My educational background is strong and includes a bachelor's degree in Accounting cum laude, CPA certification, an MBA degree, and many hours of continuing professional education.

Likewise, my work experience and skills in auditing, accounting, budgeting, finance, and management would permit me to make some valuable contributions. Specifically, my experience includes:

- Managing the operating budget process
- Developing multi-million dollar budgets
- Creating business models to budget, forecast, and record revenues and expenses
- Financial reporting to internal and external clients
- Managing financial and operational audits
- Financial analysis, including variances to budgets and forecasts
- Leadership of projects (corporate-wide reengineering, process improvement teams and system implementation)
- Revenue growth initiatives (including existing and new product growth and contract negotiations)
- Cost management
- Supervision of staff auditors and managerial accountants
- Working with internal and external stake holders (school board, city and state)

I was impressed by the warm and confident professionalism of your team and look forward to moving our conversations forward to their logical conclusion. I am excited about the opportunity and I want to join the team as your next Director of Business Administration. Please do not hesitate to contact me at 478-366-1467 (home) or 478-366-2020 (mobile).

Sincerely,

Your Name
(555) 555-1234

CEO'S P/A FOLLOW-UP

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: CEO's P/A interview follow-up

Dear Recipient Name,

The time I spent interviewing with you and Sandra this afternoon, gave me a clear picture of your company's operation as well as your corporate environment. I want to thank you, in particular, Phillip, for the thorough picture you painted of your CEO's needs and work style.

I left our meeting feeling very enthusiastic about the scope of the position as well as its close match to my abilities and work style. After reviewing your comments, I think the key strengths that I can offer your CEO in achieving his agenda are:

- Experience in effectively dealing with senior level staff in a manner that facilitates decision-making.
- Proven ability to anticipate an executive's needs and present viable options to consider.
- Excellent communication skills—particularly, the ability to gain feedback from staff and summarize succinctly.

Whether the needs at hand involve meeting planning, office administration, scheduling, or executive access, I bring a combination of highly effective "people skills" and diversified business experience to deal with changing situations.

With my energetic work style, I believe that I am an excellent match for this unique position. I welcome an additional meeting to elaborate on my background and how I can assist your CEO. I am excited, when can we talk again?

Sincerely,
Your Name
(555) 555-1234

CONCIERGE

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Associate Concierge meeting on 6.7.10

Dear Recipient Name,

We met last Thursday at 9AM to discuss the Concierge Associate opening. Thank you for the opportunity to interview with you, Mr. Sean Johnson and Mrs. Rita Bronson to discuss the possibility of my joining your hospitality team as Concierge Associate.

As we discussed, The Marriott _____ Hotel is the ideal work environment for me to express my enthusiasm for working with people **and** to put my education in psychology and business administration to work.

I feel strongly that my volunteer work experience at The _____ Hilton and my personal experiences acquired over the years while traveling worldwide will prove especially valuable in this highly visible position. These things, combined with my ability to speak Spanish, French, and Italian, would allow me to make an immediate contribution.

Please note that my availability is immediate. If you need to contact me, I can be reached at the telephone number below. Thank you again for your time and consideration. I hope to speak with you soon.

Sincerely,
Your Name
(555) 555-1234

E-MARKETING

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: eMarketing strategy meeting follow-up

Dear Recipient Name,

I appreciate the time you took today interviewing me for the eMarketing position. I hope our **2-hour meeting did not throw off the rest of the day's calendar. I trust you will agree** that it was time well spent, as I sensed we connected on every major point discussed.

My history in hi-tech, manufacturing, and biomedical industries and background in technology solutions seems to be a good match with the opportunities available in your company.

Your insight on e-commerce was intriguing. As I mentioned, at _____, I initiated the eMarketing stratagems that opened our markets to Latin America. What I failed to mention is that I also have contacts with some e-commerce investors developing online portals targeted to the Latin market.

I am very interested in the position and would like to touch base with you on Tuesday to see where we stand. I am looking forward to moving forward.

Sincerely,
Your Name
(555) 555-1234

ENTRY LEVEL, PENSION FUND

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Thank you for the meeting

Dear Recipient Name,

I would like to take this opportunity to thank you for the interview this Wednesday morning, and to confirm my strong interest in an entry-level Customer Service position with the _____ department.

As we discussed, I feel that BA and internship with a pension fund have provided me with an understanding of the basic business operations and will help me quickly prove to be an asset. Additionally, I have always been considered a hard worker and a dependable, loyal employee. I am confident that I can make a valuable contribution to your Group Pension Fund area.

I look forward to meeting with you again in the near future to take the next steps. I am sincerely interested and enthusiastic about the position.

Sincere regards,

Your Name
(555) 555-1234

HEADHUNTER FOLLOW-UP

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Thanks for the meeting

Dear Recipient Name,

It was a pleasure meeting with you last Tuesday afternoon at 4PM to meet with me in reference to the Logistics position at _____. I appreciate the time you spent with me, as well as the valuable insights you offered. As you suggested, I have adjusted my resume to more accurately reflect my relevant skills for this job. I have attached the new version so that your files can be updated.

Recipient Name, please allow me to thank you again for the compliment on my ability to present a strong interview. Please keep this in mind when considering me for placement with one of your clients. If I can be of assistance with other searches in my field, please let me know; in 12 years I've gotten to know a lot of people

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

HEADHUNTER MEETING FOLLOW-UP

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Jane's prediction was right! Great meeting.

Dear Recipient Name,

Thank you for meeting with me this morning. Our associate, Name, assured me that a meeting with you would be productive, and it was. I sincerely appreciate your counsel, insight, and advice.

I have attached my resume for your review. I would appreciate any feedback you may have regarding effectiveness and strength. I understand you may not have any searches under way that would be suitable for me at this time, but I would appreciate any future considerations.

As we reviewed this morning, I seek and am qualified for senior MIS positions in a medium to large high-tech manufacturing or services business. I seek compensation in the \$150,000- and-above range and look to report directly to the C-suite. These requirements are intelligently flexible depending on all the obvious factors. My family and I are willing to relocate to any area except _____.

Thanks again, Mr. Name, and please let me know if I can be of service to you in any related searches to my area of expertise, always happy to suggest a referral. I have learned how important networking is; I really appreciate your assistance and wish to reciprocate.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

HR, T&D, DISTANCE LEARNING

Your Name

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Follow-up, today's 3PM Distance Learning meeting

Dear Recipient Name,

Thank you very much for taking the time to meet with me today. I enjoyed our discussion, and I'm excited about the possibilities inherent with joining your team.

It was great to learn that you are embracing learning technology tools as they relate to the HR and T&D function—both in terms of day-to-day operations and the future delivery of company training programs (e.g., distance learning) to a disbursed client base.

I am very interested in, and have an affinity for, integrating technology into the HR function and then into the day-to-day operations of the company, and would love to be a part of your efforts in this area.

As we established, I have related experience in all of the required areas for the position. Establishing the new system for the delivery of the assessment workshops to your key clients would be an exciting kick-off project; and one that recent experience predicts I will ace in short order.

I am very interested in the position, and I look forward to hearing from you soon. If you require additional information in the meantime, I may be reached at (555) 555-1234

Sincerely,
Your Name
(555) 555-1234

IT AUDIT

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Very motivated by our meeting

Dear Recipient Name,

Thank you for allowing me the opportunity to meet with you at 2 PM on Tuesday 30th, to discuss the IT Audit position. The position sounds very challenging and rewarding, with ample room for growth. I feel my background and qualifications are a very good match for your needs:

* _____
* _____
* _____
* _____

I am committed to the ongoing development of my audit skills and feel I could work well with your focused audit staff. I am very interested in coming in to meet the team and to move to the next step. I look forward to hearing from you.

Sincerely,
Your Name
(555) 555-1234

LIBRARY DEVELOPMENT

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Monday afternoon's Librarian selection meeting

Dear Recipient Name,

Thank you for the opportunity to meet with you and the selection committee on Monday afternoon at 4PM. I enjoyed our discussion of the Associate State Librarian for Library Development opening and I was impressed with the panel's vision for this role.

Based on our conversation, I believe that I possess the capabilities to successfully meet your expectations for this key position with the State Library.

To reiterate the experiences I bring to this opportunity, please note the following:

- Promoting programs and fostering working relationships with over 1,000 member libraries in all major segments of the field. These activities also encompass extensive community outreach.
- Providing strategic vision and mission, and motivating staff to pursue organizational goals. In countless assignments, I have recognized member library staffs for their focused efforts in ways that have delivered exceptional program results.
- Managing capital projects and spearheading information technology initiatives. These encompassed upgrades to comply with ADA access requirements, renovations that improved space utilization, and leading efforts to incorporate technology into library settings.
- Supervising departments in urban and suburban settings to address a broad range of competing priorities. Among these experiences was the supervision of an Interlibrary Loan

department serving 100 individual branches in a five county area.

I am most interested in this position and am confident that my track record at Previous Employer demonstrates my capacity to "hit the ground running," and apply my leadership, enthusiasm, and expertise to furthering the mission of state libraries in this development role. I look forward to continuing our discussions in the near future.

Sincerely,
Your Name
(555) 555-1234

LOAN PROCESSING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Follow-up **yesterday's** 2PM Loan Processor interview

Dear Recipient Name,

Thank you for meeting with me this afternoon. I think _____ Home Mortgage Lending and I are a good match for each other. I want to become your newest loan processor team member.

In fact, as I was driving back to _____, I began to plan how I might be productive for you right from the start. My ideas are, of course, preliminary. But I would value your reactions to this tentative plan:

- I would start by introducing myself to every “player.”** I would want them to quickly recognize me as a trusted face for _____ Home Mortgage Lending. I want to find out what their special needs are **before** any rush requirements come up. When they need answers, I would want them to remember three things: my name, my phone number and my email.
- I have already started my plan to master FHA requirements; **it won’t take but a week; I’m a fast study with these things.** I want _____ Home Mortgage to be the “provider of choice” in the eyes of buyers, agents, and closing attorneys—in short, anyone who wants quality loan processing services. The result will be that our percentage of revenue for FHA loan processing grows steadily.

As you asked me to, I plan to call on Friday. And I’ve already thought of the question I would most like to ask. It has two parts and here it is:

Does the plan I’ve outlined work for Alabama Home Mortgage, in the hands of proven closer such as myself, demonstrate an understanding of both the sales and client relationship building processes? And, when can I start work?

Sincerely,
Your Name
(555) 555-1234

MANUFACTURER'S REPRESENTATIVE MEETING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Our Manufacturer's Representative meeting

Dear Recipient Name,

Thank you for allowing me to interview with you on Friday, February 23rd for the Manufacturer's Representative position. Everything I learned from you about _____ leads me to believe that this is a progressive company where I could fully utilize my skills and make a valuable contribution. In fact, I have not been this determined or excited about a job since I started my career 20 years ago.

As I mentioned to you, I am sales oriented and have a solid technical background in printing. I relate well to printers at any level, from pressmen to owners. In my sales activities with _____ when he was a printing buyer at _____, I found him to be very demanding and hard to please. One of the reasons why I was successful in acquiring and retaining his business was my constant commitment to customer service. Whenever there were any questions, I never failed to answer them promptly.

During our discussion, you seemed to express a concern about my lack of experience with dealers. I have had long-term relationships with dealers like _____, and have bought approximately \$1 million worth of equipment from them, starting with my first press and expanding to 20 over the years. I am certain that with my persistency and follow-through, I know I can handle dealers at the sales and service end.

Among my major strengths, I am goal-driven, self-motivated, have a strong work ethic, and an ability to learn quickly. My training period would be brief, and I would use my own time to familiarize myself with your equipment and product line. In addition, I am accustomed to long hours and have no objection to the travel requirements throughout the Middle Atlantic States or being away from home four days a week.

Coming from a medium sized company, it would be an honor to work at _____. I look forward to talking further about my candidacy.

Sincerely,

Your Name
(555) 555-1234

MENTAL HEALTH

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Looking forward to next week

Dear Recipient Name,

I would like to thank you for affording me the opportunity to meet with you to discuss the Senior Counselor position with your organization. I have long been an admirer of your services and commitment to the community. I am very confident that my education, experience and counseling skills will enable me to make an immediate and long-term contribution to your mental health program.

The position we discussed seems well suited to my strengths and skills, because both my counseling and teaching background include a real emphasis on the family unit and its influence and relationship to each client's therapy.

I genuinely am looking forward to seeing you, again next week, it is so stimulating to discuss the needs of our calling with someone similarly committed and with such a tremendous frame of reference. If you require any additional information before then, please feel free to call.

Sincerely,
Your Name
(555) 555-1234

MERCHANDISE MANAGER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Re our Merchandiser meeting

Dear Recipient Name,

Thank you for the opportunity to interview for the **Merchandise Manager** position last Tuesday at 11AM. I was impressed with the warmth and efficiency of your office, and your genuine interest in acquainting me with the company's concepts and goals.

My background is unique – it does not fit into a traditional career mold – yet this diverse exposure delivers a deep understanding in Home Furnishings and Ready-to-Wear. As we discussed, my extensive experience with the type of clientele your company targets prepares me to quickly “come on board” your team.

My sales record of \$279,000 in the last year demonstrates that I can produce immediate value, as well as train new sales reps in highly effective merchandising and closing techniques. I am attaching the newsletter that cites these numbers.

What I did not stress is that I also have built an arsenal of skills around the quantitative, technical processes involved in merchandising dollar planning. For example, I have developed six-month dollar merchandising plans for the _____ division of _____, and classification planning with its focus on merchandise categories, prices, styles, sizes and colors.

I have always strived to achieve results by knowing our customer, anticipating and responding to market trends and *never forgetting the brand*. Offering wide, but well-edited, assortments of multiple classifications so that one-stop shopping can easily occur has been my hallmark.

High standards have been central in my work, whether with a major retail department store, _____ City wholesale showroom, or upscale home furnishings boutique. Your corporate environment and company goals appear to reflect those same high standards and I am eager to join your team.

Thanks again for the opportunity to interview, I hope you see the match as clearly as I do.

Sincerely,

Your Name

(555) 555-1234

Attachment: sales verification

PROGRAM DEVELOPMENT

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: The right choice for program development

Dear Recipient Name,

The program development job we discussed at breakfast on Friday is a tremendously challenging one. After considering our conversation and the job requirements for most of the weekend, I know that I can make an immediate contribution with this job.

Since you are going to reach a decision quickly, I would like to reinforce the following points, which qualify me for the job you unknowingly designed perfectly for my abilities:

1. My track record generating fresh ideas and creative solutions for difficult problems.
2. My 9 years **of, as you said, “very impressive” achievements** in program planning and development.
3. My multi-tasking abilities, something we share and laughed about at breakfast.
4. My communication management with program stakeholders, remember I am coming from _____.
5. Experience in administration, general management, and presentations, we hold colleagues in common who can verify these points.

Name, I have always had an intense desire to do a killer job in anything I undertake; it is why I have travelled so far professionally in so short a time. I can do this job, I can represent you, the department and the company well. But most of all, I want to work for you, the acknowledged thought leader of our profession. It would be the honor of my career.

What do I have to do to make this happen?

Sincerely,
Your Name
(555) 555-1234

RECYCLING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Thanks for the meeting

Dear Recipient Name,

Thank you for the opportunity to discuss the position of Personal Assistant with you, yesterday afternoon, Weds September 7th. I came looking for a job and left a convert to the cause.

____ Corporation is involved in one of the most pressing concerns of today: environmentally safe methods of disposing of solid waste materials. I can see now just how critical the creation of proper disposal systems really is. I have a sincere interest in this position. The skills that I have to offer you are:

- Professionalism, organization, and maturity
- Excellent office skills
- Ability to work independently
- A creative work attitude
- Research and writing skills
- Varied business background
- Willingness to learn

I would be:

- A productive assistant to management
- Part of a technologically developing industry
- In a position to learn and grow in the excitement of an expanding company
- Willing to step up, whatever the task.

I look forward to being a part of an organization that is making a difference in the world. Again, thank you for considering my qualifications to become a part of your organization. I want the job.

Sincerely,

Your Name

(555) 555-1234

REGION SALES MANAGER

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Thanks for an exciting meeting. Next steps?

Dear Recipient Name,

I thoroughly enjoyed our 8AM meeting on Wednesday, and glad to meet another crazy early morning runner. You're right, it's when I do all my strategizing and problem solving too. After learning more about your goals and expectations, the prospect of joining the organization as the Western Region Sales Manager is enticing.

One of the most important things I have learned in my 20+ years in sales is to listen to what the customer needs. I have always taken pride in designing customized solutions that not only meet the clients' objectives, but that are also price/value competitive. This philosophy has enabled me to **exceed corporate expectations for 17 consecutive years.**

In addition, I have managed to develop about 65% of sales to become established accounts, takes a little more time, but boy what a payback. Client development was objective you indicated was a high priority for company growth. Its always been a high personal priority for me too: it's the secret to my track record;-)

I recognize that the performance of Company Name's Western Region Sales Manager is an important cornerstone in the company's projections and growth plans for the new fiscal year. I have worked this territory for 14 years, I know the client base, I understand your product line, having sold against it for seven years. I can deliver the numbers, you have a superior product; you just haven't had the right guy selling it.

Thanks again for your time, how about breakfast, lunch or dinner to talk numbers and dates?

Sincerely,
Your Name
(555) 555-1234

SALES FOLLOW-UP

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Great to meet you on Wednesday

Philip,

First of all, thank you. I thoroughly enjoyed our meeting last thing Wednesday, and greatly appreciate your insight and the time taken to discuss where I might best fit in to the _____ team. Your professionalism and willingness to share what you know put me instantly at ease, and I am now even more motivated to be part of _____'s success.

Let me begin by restating how flattered I am that you saw such potential in me. I likewise feel confident that I have the management and leadership expertise, marketing skills, and business development experience to be successful, and I see tremendous opportunities with the company.

However, as we discussed, I understand that my first step is to make my mark as a member of the Road Crew and am equally excited at the opportunity to make an impact on the front line. I realize that you are not currently in the position to make such an offer, but I want to reemphasize my enthusiasm to join the ABC team wherever you feel I could add value.

If you will, I'd like to refresh three points:

- ◆ I possess the drive, commitment, and strong people skills required to make an impact in this industry.
- ◆ I deliver proven business development, sales, and revenue building experience.
- ◆ I know what it takes to get results, both out of myself and from others, and have proven again and again to be the "go to" person when results are expected.

I hope that you and I have the opportunity to continue our discussions soon, once again, I appreciate the time you spent to meet with me. I wish you continued success in all your efforts and look forward to seeing you at the Sales Excellence seminar at the end of July.

Sincerely,
Your Name
(555) 555-1234

WHOLESALE BANKER, HEADHUNTER FOLLOW-UP

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Wholesale Banker, headhunter follow-up

Dear Recipient Name,

I understand that the search is continuing for the Wholesale Market Manager position at _____. As you continue your search, I would like to ask that you keep my accomplishments and experiences in mind:

1. Direct experience in all phases of wholesale commercial banking, including: market segmentation, prospecting, building and maintaining customer relationships, lending, and the sale of non-credit products and services.
2. Captured 24% share of public funds market in within 2 years and captured a 22% share of insurance company funds market.
3. Developed cash management and trust products tailored to the needs of my target market. \$55 million in sales in 3 years.
4. Marketed services through email, social networking, investor specific seminars, and through active participation in target market's industry professional organizations.
5. Maximized relationships and increased balances through the sale of trust and cash management products.

I will call you next week, after you have seen the other candidates, to continue our discussion. In the meantime, please be assured of both my competency and commitment.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

FOLLOW-UP AFTER TELEPHONE CONTACT

COMMUNICATION SYSTEMS, HEADHUNTER FOLLOW-UP

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Communications Systems follow-up

Dear Recipient Name,

In reference to our telephone conversation, enclosed is my current resume. I believe the one you have is written toward another position. Since we last spoke I have been working as a business consultant for the Company Name group of companies on projects in a number of different areas outlined below:

- Elected to serve as the Vice Chairman of the _____ Chapter 11 bankruptcy creditors committee including the two primary subcommittees reviewing offers to purchase the _____ operations.
- Spearheaded and supervised upgrading of the _____ communications systems, including Internet, printing and copy machines, telecommunications, hardware, software and archival systems, scanning fax and Internet access systems.
- Researched, purchased, and installed a bar code labeling program for the companies' products, including label set up and printing systems to allow them to sell their products to _____.

Most of my projects should be wrapped up by the end of November, and so I will be looking for another company who could utilize my broad range of experience. Please let me know if you think you might have something for me.

Sincerely,
Your Name
(555) 555-1234

DIRECTOR OF PLANT SERVICES

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Glad we finally caught up - re Director of Physical Plant Services

Dear Recipient Name,

I appreciate the time you took yesterday to discuss the Physical Plant Services job. I recognize that timing and awareness of interest are very important in searches of this type.

Your comment regarding an attempt to contact me earlier this summer is a case in point, but an ailing parent trumps all. Because of the situation I wouldn't have been any good at an interview anyway. Now I am loaded for bear.

Attached, as you requested, you will find my resume. My experiences as a Director of Physical Plant Services are readily transferable to new environments; the horizontal flexibility is one of the appeals of the job.

You can reach me by email or telephone. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,
Your Name
(555) 555-1234

Attachment: resume

EVENT MANAGEMENT

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Our daybreak Event Management conversation

Dear Recipient Name,

I was lucky to catch you at the office so early yesterday morning; my day always gets off to an early start. As you will remember, we discussed, and you asked me to send you my resume in reference to the Events Management job.

I am a fanatic about planning, execution, attention to quality and detail, and their cumulative result: communication of an image and feeling that appears effortless to event attendees.

I have never held an “eight-to-five” job and would most likely be bored to death if I had one. It’s why I find event management such a fulfilling challenge to my gray matter. I am in my element when I am in a position to organize . . . the more details the better! I have the tenacity of a rat terrier when it comes to achieving the impossible.

Please review my attached resume. I’ll give you a buzz on Tuesday, March 14th, hopefully to arrange a meeting. Call or email sooner if your schedule permits, I can make the time at short notice now the annual convention is wrapped. I am looking forward to our meeting in the very near future.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

FUND RAISING CONSULTANT

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Re: Fund Raising Consultant meeting

Dear Recipient Name,

Thank you for making time to explore how I could help _____ as your newest Fund Raising Consultant.

I've already started thinking about how I might be most productive—right from the start. Of course, my ideas must be preliminary; I don't know nearly enough about how your organization works. Nevertheless, in response to your observations, I would value your reactions to these preliminary thoughts:

- * Clients need to see the tailored solutions we provide as a rapid, seamless, continuing operation that guides them through the complex world of modern fund raising.
- * Position and brand the company as the "sole source" for the resources they must have to grow financially and operationally.

I am modifying my continuing professional development program to concentrate on fundraising from a consultant's perspective; this is where I see the future. I am looking through the literature and contacting my network to learn their feelings about working with fundraising consultants today.

I'll use what I learn to reevaluate my own successes in campaigns done with and without consultants. I think this current competitive analysis, and my frame of reference from the "other side of the street" could be of value in strategic planning for our marketing initiatives.

I appreciate your vote of confidence in recommending that I meet with _____. I want to make that interview just as useful for her as possible. Toward that end, may I call in a few days to get your reactions to the preliminary thoughts I've outlined above?

With many thanks for all your help...

Sincerely,
Your Name
(555) 555-1234

HEADHUNTER INITIAL PHONE INTERVIEW FOLLOW-UP

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Tchunamke/ Smith quantitative analysis conversation: growth, value, investment analysis, portfolio measurement, risk control

Dear Recipient Name,

Thank you for taking time to speak with me today. Your firm's reputation within the investment management industry prompted my call and I am happy to learn that you have an active search that might fit my profile.

Working as a Quantitative Analyst at _____ over the past four years, I have gained valuable experience and solid skills that may be an asset, especially with a client such as _____:

- * Strong background in growth, value, and quantitative investment strategies.
- * Experience in measuring portfolios against various benchmarks.
- * Polished communication skills with portfolio managers.
- * Quantitative risk control of portfolios.
- * Passion for markets and for finding investment solutions for institutional clients.

To focus my skills in quantitative investment analysis, I recently graduated from the University of Phoenix with am MS in Financial Mathematics.

I would like to speak with you about this or any other similar positions that call for my background and expertise. I look forward to hearing from you about suitable opportunities.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

OPERATIONS MANAGEMENT, HEADHUNTER FOLLOW-UP

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Operations Management pro, thanks for the conversation

Dear Recipient Name,

Thank you for allowing me to tell you a little about myself this morning.

I offer: 10 years' operations management experience the ABILITY to quickly understand, manage and build their business; EXPERIENCE in domestic and international corporate cultures; INTELLIGENCE and the capacity to grasp essential elements; and the WILLINGNESS to work hard, travel, and relocate.

I have just completed my MBA and would appreciate the opportunity to talk with your client companies who are in need of an experienced and seasoned manager. Whether the need is for general (operational) management, products, marketing, or sales, my substantial background in operational management, marketing, and technical products should be very valuable to your clients.

Realizing that most of your clients aren't looking for VPs, I'm not necessarily looking for fancy titles (but I am promotable). What I am looking for is that special position which will offer not only a challenge but also an opportunity with long-range potential.

I will be happy to discuss details with you once you have reviewed the attached resume. May we work together?

Sincerely,
Your Name
(555) 555-1234

PRE-LAW PART-TIME LAW OFFICE

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: RE our conversation about the office administration job

Dear Recipient Name,

Thank you for returning my telephone call yesterday. It was a pleasure speaking with you, and as promised, a copy of my resume is attached.

I have been working in law firms since the end of February, as well as working on weekends and in the evenings for over one year. At present, I am looking for a second or third shift to continue developing my word processing and legal skills while I complete my degree. I also work as Administrative Assistant to Deans and Department Heads, while attending school.

It's a while till I take the bar, and when I do I want to work in Litigation. I need to work to pay for school, so the best of all possible worlds is for me to get a permanent part-time job with a litigation firm. You benefit by getting a part-timer with a unique commitment.

Within the next day, I will contact you to arrange a convenient meeting time to discuss the position you now have available. I look forward to meeting you in person.

Sincerely,
Your Name
(555) 555-1234

NEGOTIATION LETTERS

A COMMISSION ISSUE

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Regarding the _____ job offer

Dear Recipient Name,

I have reviewed your letter and the specific breakdown regarding compensation. I believe there to be a few items to clarify, prior to providing you with a formal acceptance. I do not consider any of the items to be "deal breakers" in any way. I also do not perceive them to be issues that cannot be discussed, as we are in fact, moving ahead.

The primary concern has to do with the commission structure, as opposed to salary plus commission, to which I have grown accustomed. From a practical perspective I need to have some financial coverage for the start-up period: That it will take me to make sales, collect the money, and the lead time this takes to go through the accounting and payroll system. I also need this because I will be shifting from a biweekly salary schedule to a monthly format.

I am hoping that as per the industry norm, you will absorb some of this start up cost. I am therefore asking for straight salary for the first two weeks and then a draw against commission up to the end of the 90 day probationary period.

The second clarification revolves around the 401K program; the percentages, time frames, and terms. This is something we can discuss over the course of the next two weeks. You may even be able to pass something specific on to me in writing.

With these two concerns articulated, I want you to know that I will be meeting with the owner of our company tomorrow morning, to discuss my plans for departure. In fairness to him and to my current client load, I could not start full-time with you for 21 days.

I would like to set a time for us to have dinner one evening next week, so you can meet my wife and we can talk a bit less formally.

Looking forward to what lies ahead,

Sincerely,

Your Name
(555) 555-1234

TACTFUL UP-THE-\$ AND BENNIES, PLEASE

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Regarding offer for Senior Lab Specialist

Dear Recipient Name,

I am excited by the invitation to join the _____ family as a Senior Lab Specialist. The position, responsibility, and geography are consistent with my career goals and objectives. I am genuinely excited about the opportunity.

However, prior to my formal acceptance, there are a number of items for clarification. None of these items are necessarily "deal breakers." Items for clarification are:

- Detailed description of insurance benefits
- Realistic analysis of the corporate stock and 401(K) plans
- Written explanation of educational reimbursement allowance
- The mobility plan seems very reasonable, but would like specifics on the Permanent Work aspect.
- Relocation coverage: is it an allowance or reimbursement of actual expenses incurred in the move? What are my tax obligations and does the company cover them?
- Detailed explanation of the Variable Pay Plan

This final item is significant. In our conversations, I communicated to you that I was making \$__K while working part-time and going to school. The salary offer is substantially lower and represents a pay cut. My goal is to discern how feasible it will be for me to meet my financial obligations.

I am really interested in the job, but am finding it difficult to give serious consideration to anything less than \$__K salary plus benefits. I am hoping to discover a variety of vehicles that will enable you to help me achieve that goal, so that I can join the team, pay my bills and begin to nibble at college loans.

I look forward to discussing these issues with you in the very near future and trust that we will soon be working together.

Respectfully Yours,

Your Name

(555) 555-1234

THE DEVIL'S IN THE DETAILS

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Director of _____ job offer

Dear Recipient Name,

I want to thank you for your invitation to join _____. I have reviewed the offer of position and compensation, as presented in your letter dated _____, 2010. I would like to ask for clarification on a few items prior to providing you with a formal acceptance. While none of these items are necessarily “deal breakers,” I believe they will enable both parties to begin the partnership more informed of mutual goals and expectations.

Per the breakdown provided:

- I accept the 401(K) plan as proposed
- I accept the paid holiday and personal days plan as proposed
- I accept the educational reimbursement plan as proposed
- I accept the Direct Payroll Deposit plan as proposed (if elected)
- I accept the Medical, Dental, Vision, Pharmacy, and Life Insurance benefits as proposed, contingent on factors clarified below

Points of Clarification:

- What is available in regard to “Stock Options”?
- What are the “standard hours of operation” for ABC employees?
- Would it be possible to have a “Performance Evaluation” at the end of 6 months?
- I would like to structure the vacation days as follows: 3 days in remainder of year Year, One week during calendar year Year, Two weeks during calendar years Year to Year, Three weeks beginning January of Year.
- In light of the “out of pocket expenses” anticipated correspondent to the medical benefits, how might we agree to get the annual base salary to \$____? I am open to a number of different options to achieve this goal, including profit sharing, commission, or 5% annual bonus arrangement.

I am excited about the long-term possibilities that exist at _____. As you can see by my level attention to the details, I intend to partner with you for a long tenure of success. I believe my skills will be an enhancement to the existing leadership. My presence will enable you and others to focus on new aspects of business development and achieve corporate goals and objectives that will be beneficial to us all. Again, I want to thank you for the gracious offer. I look forward to finalizing these minor details very soon.

Sincerely,

Your Name
(555) 555-1234

WE NEED TO BUMP THE \$

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: The Product Specialist job offer

Dear Recipient Name,

Thank you for your offer of employment with _____. Your state-of-the-art company would afford me the opportunity to make a contribution while continuing to grow professionally in an ever-evolving industry. The Product Specialist position promises challenge and a high level of professional commitment that I am more than willing to embrace.

As you know from our previous conversations, I have outstanding skills and abilities that I can bring to the job. First and foremost is my hands-on experience doing this job from a direct competitor. I have a proven track record of relating well to other medical professionals and accommodating their needs.

It is my understanding that as Product Specialist, my communication skills will be critical to performance success. With my experience in troubleshooting technical problems, I know that technology can be learned but becomes utilitarian only when it can be translated into user effectiveness. My expertise integrates both of these critical components that are key in the Product Specialist role.

However, based upon the value I bring to the job and the company, plus the knowledge that the salary range for this type of position in our industry normally falls between \$____ and \$____, I would like to request that we reconsider the starting offer of \$____. Of course, I appreciate the generous benefits package that you provide and take this into account.

I am more than happy to assume all of the responsibilities necessary to meet and exceed the expectations of the Product Specialist position at a starting salary of \$____. I look forward to hearing from you, and hope that we can reach an agreement that will enable me to begin my career with _____ on June 4.

Sincerely,
Your Name
(555) 555-1234

NETWORKING LETTERS

ADVERTISING MANAGER, NETWORKING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Well met, let's keep in touch

Dear Recipient Name,

It was a pleasure speaking with you Monday afternoon, regarding my search for a position in Corporate Graphic Design. Thank you for your initial interest.

The position I am looking for is usually found in a corporate marketing or public relations department. The titles vary: Design Manager, Advertising Manager, and Publications Director are a few. In almost every case the job description includes management and coordination of the corporation's online and print marketing materials, whether they are produced by in-house designers or by an outside advertising agency or design firm.

I would like to stay in the area; at least, I would like to search this area first. My salary requirement currently is in the \$00.00 range.

My professional experience, education, activities, and skills uniquely qualify me for a position in Corporate Graphic Design. My portfolio documents over eight years of experience in the business, and includes design, project consultation, and supervision of quality printed material for a wide range of clients.

I hope you will keep my resume in your files for future reference. If I come across anyone suitable to your needs, I'll certainly give you a shout.

Sincerely,
Your Name
(555) 555-1234

ANIMATION TECHNOLOGY, NETWORKING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Harry Jones with more on animation technology

Dear Recipient Name,

Moshimoshi. Since meeting earlier this year at the Korean Film Festival we have exchanged e-mails and met several times. We have discussed our mutual interest in the Japanese movie industry and its future in the global entertainment business. You know well my vision of integrating Japanese gaming and animation technologies into filmmaking.

Over the course of our conversations, you mentioned that there might be an opportunity for an internship or, possibly, employment at _____. I am very interested.

I offer negotiation, persuasion, and liaison abilities; plus leadership, and communication skills. I have also proven that I can use my bilingual proficiency to enhance business understanding. Please see my attached résumé for examples of how I have used these abilities in the past.

I believe that my unique strengths can contribute to the growth of the _____ program, particularly if you are able to secure departmental status. I welcome the opportunity to discuss my continued involvement in your program.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

BENEFIT ADMINISTRATION, NETWORKING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Great to talk to you again

Dear Recipient Name,

It was a pleasure to speak with you on the telephone recently and, even more so, to be remembered after all these years.

As mentioned during our conversation, I have just recently re-entered the job market and have ten years of experience with a 3,000-employee retail organization in the area of employee benefit administration. My experience includes pension plans, and dental, life, and disability insurance. I have been responsible for all facets of management of the company plan, including accounting, maintenance, and liaison with both staff and coverage providers.

My goal is to become a Benefits Manager in a larger organization and my preference is to remain in the Metropolitan area.

For your information, my resume is attached. If any situations come to mind where you think my skills and background would fit or if you have any suggestions as to others with whom it might be beneficial for me to speak, I would appreciate hearing from you. I can be reached at the telephone number listed below.

Good luck with the start of the school year.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

CONSTRUCTION MANAGEMENT, NETWORKING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Lunch on Friday?

Dear Recipient Name,

We had the opportunity to speak briefly at last week's Chamber of Commerce meeting concerning the Construction Management position you are seeking to fill in City. I appreciate you filling me in on the details of the project and have attached my resume as you suggested.

As we discussed, I am well acquainted with ____'s brand and store concept, and I am excited to learn of the company's expansion plans. With my background in construction, maintenance, and project management as well as operations and strategic leadership, I believe I am primed to play a key role in this growth.

I am currently in the process of selling the company and have been exploring opportunities with dynamic, growth-oriented organizations that could benefit from my broad-based expertise in operations, organizational management, finance, and business development. Your opportunity is something special.

As Chief Executive Officer of _____, I have been instrumental in leading the company to phenomenal success within a very short time, building the organization from start-up into a solid revenue generator reputed throughout the region as an aggressive competitor in markets crowded by multimillion-dollar, nationally recognized companies.

Complementing my diverse leadership background is expertise in all the fundamentals of construction management, including the ability to see projects through to completion while exceeding quality standards. One of my strongest assets is my ability to cultivate long-lasting relationships with clients through attentive, direct communication.

I have been highly successful at defining complex project plans, establishing budgets, outlining scope of work, and directly soliciting qualified contractors utilizing the bid process. I also offer extensive experience navigating through the paperwork and bureaucracy, forging productive alliances with key regulatory agencies to streamline permits and licenses for expedited project starts.

I would enjoy the opportunity to speak with you again in greater detail. Could we meet for lunch on Friday? I'll call your assistant in a few days to confirm the appointment.

Sincerely,
Your Name
(555) 555-1234

DATABASE ADMIN, REFERRAL

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: 6 Years Intranet implementation 15K users

Dear Recipient Name,

Our mutual colleague, _____, suggested that I send you my resume. I am looking to make a change and he mentioned that your department is looking for a Database Administrator with experience in Intranet implementation and management.

As my attached resume demonstrates, I have done that type of work for six years with a regional organization on a platform of 15,000 users.

This sounds like exactly the kind of work I can sink my teeth into. I would welcome the opportunity to discuss my expertise in relation to the specific deliverables of your job.

After you have reviewed my resume, can we talk?

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

EDUCATION ADMINISTRATION, NETWORKING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Thanks for the referral

Dear Recipient Name,

I enclose my resume as requested during our telephone conversation yesterday afternoon, regarding the **Adjunct Adult Education** position currently available. I appreciate your offer to forward these credentials to Ms. _____.

With a master's degree in Education Administration, and a Principal of Administration and Supervision certification through the state of _____, plus four years of cumulative experience in the classroom, I possess the hands-on expertise and educational credentials that are critical to guiding adult students in pursuit of their educational goals.

What do I offer _____ Community College students?

- Effective listening and communication skills—a demonstrated ability to provide **individualized instruction based on students' interests and needs**.
- Encouragement and motivation—an empowering atmosphere of interaction and participation.
- Sincere desire to reach each student on a level s/he can understand, no matter skill level, or cultural background.

I am excited at the opportunity to work with adult students, because I recognize that they are in that classroom because they want to be there. The adult population brings a unique flavor of enthusiasm and motivation that energizes and inspires me as an instructor.

My resume is attached for forwarding to ______. I would welcome the opportunity for an interview to discuss this job and a place on your educational team. Thank you for your consideration.

Sincerely,
Your Name
(555) 555-1234

EMEA ADMINISTRATION, REFERRAL

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: EMEA **Administrative Assistant**

Dear Recipient Name,

_____ of _____ suggested that I contact you in regard to your need for an **Administrative Assistant**. I have 3 years' experience in office administration, customer service, sales, training, and marketing, and my German and French fluency will be an asset with your European commitments.

My résumé is attached for your review. Highlights include:

- I consistently focus on creating and maintaining excellent client relationships, and training others in successful techniques to do the same.
- A resourceful problem-solver with a track record of getting positive results, such as a 75% collection rate on accounts 90 days past due.
- Ability to build confidence and trust at all levels, and demonstrated experience in supporting cooperative, results-oriented environments.
- Proven communication skills, including fluency in French and German.

My career success has been due in large part to supporting teams, as well as internal and external customer relationships, and tackling persistent problem areas with creative approaches.

Should my qualifications meet with your needs, I would be available to schedule a meeting immediately. Thank you for your consideration. I look forward to a conversation.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

EXECUTIVE ASSISTANT, REFERRAL

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Executive Assistant referral

Dear Recipient Name,

I was very pleased to learn of the need for an Executive Assistant in your company from your colleague _____. I believe the qualities you seek are well matched by my track record:

Your Needs

Independent Self-Starter

Computer Experience

Compatible Background

My Qualifications

- Served as company liaison between sales representatives, controlling commission and products.
- Controlled cash flow, budget planning, and bank reconciliation for three companies.
- Assisted in the promotion of a restaurant within a private placement sales effort, creating sales materials and communicating with investors.
- Utilized Lotus in preparing financial spreadsheet used in private placement memoranda and Macintosh to design brochures and flyers.
- Have vast experience with both computer programming and the current software packages.
- Spent 5 years overseas and speak French.
- Served as an executive assistant to four corporate heads.

A resume is attached that covers my experience and qualifications in greater detail. I would appreciate the opportunity to discuss my credentials in a personal interview.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

FINANCIAL CONSULTANT, NETWORKING

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: **Be thankful you're not me Charlie ;)**

Hi Recipient Name,

Just found an original Thurston Iasias, what a poster, the colors are still really fresh!
Sadly can't justify the expense right now, c'est la guerre! You interested?

Hope all is well with you and yours and that you aren't going through the upheaval of job change like I am. I am no longer with _____ and am actively seeking my next career opportunity.

I would welcome any advice/input/support/kick in the pants and look forward to returning the favor immediately or at any time in the future.

Most recently as a Financial Consultant, I worked on long-term projects at leading companies such as _____, _____, and _____. I designed and implemented business office practices, refined reporting deadlines, streamlined efforts and provided recommendations for departmental efficiencies. My successes in these roles were based on my 20 years in Finance & Accounting, my analytical skills, being a team player and commitment to the company mission.

Please **take a look at Ye Olde resume, which is attached, actually it's all new and up-to-date;** and advise me of any options/avenues you think I should explore, names of Director/CP/C-level guys would be much appreciated. Is there anyone among your friends or colleagues with whom I might speak?

I hope you'll scratch your head for me. If anything comes to mind, please let me know. Thanks in advance for your thoughts and I'll give you a call next week, if for nothing more than to catch up on your poster collection. No pressure on this Charlie, just help if you can.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

FINANCIAL, NETWORKING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Ben Solee suggested I contact you re Finance Associate position

Dear Recipient Name,

I recently spoke with _____ from _____ and he strongly recommended that I send you a copy of my resume. I am very pleased to learn of the need for a **Finance Associate** and I believe the qualities you seek are well matched by my track record:

Your Needs

3-5 years of experience building and maintaining complex financial models

Background of exceptional academic performance

Ability to manage multiple projects and meet deadlines

My Qualifications

- Four years of experience at a top-performing hedge fund
- Built and maintained complex financial models to support investment theses in private equity transactions and coverage of over 30 stocks, \$100M of portfolio value
- Created matrices in Excel to analyze model sensitivity to risk factors
- BS in Economics with Honors from the California Institute of Technology (Caltech)
- Delivered 15-20 research reports and notes per month in a fast-paced work environment

My greatest strength lies in my ability to clearly communicate complex financial information. This has enabled me to summarize the results of models and in-depth due diligence into concise investment theses for the portfolio managers of _____, resulting in many profitable investments.

I am confident that my dedication, enthusiasm, and creativity would allow me to make a real contribution to your team. I hope to speak with you further and will call the week of August 2nd to follow up with you. Hopefully, you'll be so fired up by the attached resume, you'll call or email me sooner.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

HR, NETWORKING

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Congratulations on the nomination!

Dear Recipient Name,

Congratulations on your nomination for the _____ Award, the nomination demonstrates the high degree of professional excellence you have achieved.

It's been a while since we've chatted, and I wanted to bring you up to date on what I've been doing. After leaving _____, I explored several options before accepting a position as Director of Human Resources for _____. Unfortunately, the daily drive to _____, among other factors, proved to be untenable - particularly during the winter months - and I have left that position.

This puts me back in the job market, and I am writing to inquire if you are aware of any HR positions that would capitalize on my skills. I am flexible regarding specific job responsibilities and am most interested in making a meaningful contribution to an organization's success. With these goals in mind, I have attached an updated résumé.

Reiterating some of the key capabilities that I can bring to a position, consider the following:

- Excellent team building and leadership skills.
- Superb interpersonal skills and supervisory experience.
- Developing and implementing human resource policies.
- Recruiting and hiring a variety of hourly and salaried employees.
- Extensive knowledge and experience in the healthcare arena.

I am convinced that my experience and professional diligence could be an asset to one of the IMC's member firms, and would appreciate any referrals you may be able to give me for potential employment opportunities.

Feel free to pass my résumé on to anyone who may have an appropriate opportunity, or give me a call at (555) 555-1234 so that I might follow up on any suggestions you may have.

Thank you in advance for your much appreciated assistance. I look forward to talking with you soon.

Sincerely,
Your Name
(555) 555-1234
Attachment: resume

INTERNATIONAL CONSUMER SALES, NETWORKING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: International Consumer sales

Dear Recipient Name,

I know and use your brand religiously. I spoke with _____ recently. _____ felt my 8 years' experience in international consumer sales would be of interest and suggested contacting you; he also wished to send his regards.

As a sales professional, I appreciate the ease with which I can sell your product line, because as a woman, I appreciate the high standards of quality that define your brands.

My experience working overseas has brought me a greater understanding of international cultures and traditions, as well as a better understanding and appreciation of how our own culture impacts others', insights that can impact success in the international marketplace.

I would very much like to discuss career opportunities with you and I will be calling you within the next few days. In the meantime, if you have any questions I may be reached via this email address or at the number below. Thank you for your consideration.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

INTERNATIONAL SALES MANAGER, REFERRAL

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: International Sales Manager referral

Re: International Sales Manager

Dear Recipient Name:

I was recently speaking with _____ from your firm and he strongly recommended that I send you a copy of my resume in reference to the above position. Knowing the requirements, he felt that I would be an ideal candidate. For more than eleven years, I have been involved in international sales management, with seven years directly in the aerospace industry. My qualifications for the position include:

- ◆ Establishing sales offices in France, Great Britain and Germany.
- ◆ Recruiting and managing a group of 24 international sales representatives.
- ◆ Providing training programs for all of the European staff, which included full briefing on our own products as well as competitor lines.
- ◆ Obtaining 42%, 33% and 31% of the French, German, and British markets, respectively.
- ◆ Dealing with all local engine and airframe manufacturers.
- ◆ Generating more than \$32 million in sales with excellent margins.

My BSc in electrical engineering was obtained from the University of _____ and my languages include French and German.

I feel confident that an interview would demonstrate that my expertise in setting up rep organizations and training and managing an international sales department could be time well spent. I look forward to meeting with you, and will give you a call to follow up on this letter the week of Date.

My resume is attached for your review.

Yours truly,

Your Name
(555) 555-1234

IT PROGRAM MANAGER, NETWORKING

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Question from IT Program Manager financial services

Dear Recipient Name,

May I ask your advice and assistance?

As a result of _____ merger with _____ Bank, I am exploring my opportunities. Although confident of a role in the new organization, I believe this is a perfect opportunity for making a strategic career move.

In my current role as an IT Program Manager, I have led the development of key financial systems, and co-managed the seamless migration of two divisions to another state delivering noteworthy cost savings and productivity gains; amongst many other projects outlined in the attached.

For the past 11 years, I've had dream jobs with leading firms like _____ and _____. I have been entrusted with the direction of large scale, global projects. Many times, I learned "on my feet"—to implement new systems, design testing methods, manage resources, repair damaged vendor relations and to meet a wide array of challenges. My career has accelerated based on the results, as you'll note from the accomplishments in my attached resume.

I would greatly appreciate a few minutes of your time to discuss options and seek your advice. I'll phone you in a few days to see if we can schedule a brief meeting.

Please see my attached resume. Thanks very much.

Regards,

Your Name
(555) 555-1234
Attachment: resume

LOCAL SERVICES, NETWORKING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Thanks for the advice

Dear Recipient Name,

Congratulations on your re-election. I hope this letter finds you and your family well and that you have an enjoyable holiday season.

I am writing to update you on my job search. You may recall from our last conversation that I am now focusing on obtaining an hourly position with basic benefits that will sustain me until such time as I am ready for retirement (in three to five years).

As you recommended, I have applications on file with the Town or City Name for various positions and have corresponded with various department heads, in each case indicating my flexibility and strong interest in making a meaningful contribution to smooth operations within one of their departments.

Philip, I genuinely appreciate the advice and assistance you have offered to date. Once again, I am requesting that if you are aware of any other avenues I should be pursuing, please forward the attached resume and let me know.

I believe I have skills and experience to offer and can be an asset to someone in just about any position requiring maturity, reliability, and dedication. Thank you, again, for all your help, and Merry Christmas.

Sincerely,
Your Name
(555) 555-1234

Attachment: resume

NETWORKING AT CHURCH

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: **I bumped into Father O'Donald at church**

Dear Recipient Name,

Talk about small coincidences. I bumped into Father _____ at church this past Sunday and learned that St. _____ is opening a new foster care division this coming March. One word led to another, and he told me that Little Lamb Foster Care & Adoptive Services is in desperate need of social workers and foster/adoptive care counselors to fill several positions.

You might not recall my name, but hopefully I can help you to remember our meeting. I participated in an interview with you in early May of 2010 for the position of **Foster Care Counselor with Little Lamb's _____ facility**.

We discussed my involvement with _____ Youth & Family Counseling Program at great length, and agreed I would be well suited for a similar position with Little Lamb as an Adoptive Care Counselor. Unfortunately, the lack of state and federal funding was reduced that month leaving you with no other choice but to put a freeze on hiring.

As you can imagine, I am thrilled to learn of Little Lamb's new foster care program, and would welcome the opportunity to meet again to pick up where we left off. For your convenience, I am attaching my resume for your review. Thank you for your reconsideration. I look forward to speaking with soon.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

PHARMACIST, REFERRAL

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Hello from your new clinical pharmacist

Dear Recipient Name,

I was very excited to hear about your clinical pharmacist position, from our mutual colleague _____, as this has been a position I have been interested for some time.

According to the job profile I saw on your website, a good candidate for this job is someone who works well with other health professionals and provides high quality care and customer service to patients.

I have six years experience working with the public in a hospital setting, and consequently with an extended team of health care professionals. Importantly, I have complete familiarity with the wide range of medications used in a teaching hospital and the protocols that accompany good pharmacy management in such a setting.

My attached resume will show that I am a dedicated to my profession, with education and experience that exactly match your requirements for the clinical pharmacist position.

I am looking forward to talking with you, and for your convenience have attached my resume as a PDF and also pasted it in beneath my signature in ASCII. I appreciate your consideration of my application and am confident you will see a close match on evaluation of my resume.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

PUBLISHING, NETWORKING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Sincere thanks for the help ;-)

Dear Recipient Name,

It was a pleasure to meet with you for lunch today. I am grateful for the time you took out of your busy schedule to assist me in my job search.

It was fascinating to learn about the new technology that is changing the publishing field; we live in exciting times. I went straight to the bookstore to purchase the book by which you recommended.

I will be contacting _____, as you suggested and will let you know how things are progress once I have met her.

Thanks again for your help. You will be hearing from me soon.

Yours sincerely,

Your Name

(555) 555-1234

Attachment: resume

VP OPERATIONS, NETWORKING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: VP Operations

Dear Recipient Name,

_____ suggested I contact you after commenting that my background, business philosophy and style reminded him of a CEO he had heard speak in Houston last year, apparently you were the hit of the conference.

I understand you too started on the shop floor. It has been several years since I took my first job as a machinist back in _____, ___, but I have never lost my enthusiasm for finding more efficient and better ways to cutting costs while getting the job done. A machine shop is a great place to train critical thinking skills.

I worked my way up through the ranks from Foreman, to Plant Supervisor, to Manufacturing Engineer, to Director of Operations, and finally Vice President of Operations. Taking a swing at every new idea that came my way, I may have missed a few, but overall my batting average has been good. Three examples:

- Led a \$340M manufacturing firm to earning ISO9002 certification on first attempt.
- Increased productivity at a plant in Mexico 34%, and reduced downtime 17%.
- Increased profits by 200% by re-structuring production and delivery logistics.

I believe strongly in teams and am comfortable working with R&D, engineering and marketing professionals. My colleagues have expressed appreciation for my direct and honest approach to people and problems.

Between jobs now, I am planning a fishing excursion on the Gulf. I will be arriving in _____ on _____ and would like to get together with you for lunch. I will give you a call the morning of the Date to see if that can be arranged.

Please see my attached resume . I look forward to meeting you and exchanging ideas.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

WEB DEVELOPMENT, NETWORKING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: A Web Development

Hello _____,

Perhaps you remember our chance meeting at the Bio Asia-Pacific Conference at the _____ on August 18 and 19, last month. In our brief conversation, I shared with you the idea of utilizing Web Development as an administrative tool. You expressed interest in the possibility of implementing such a system within the _____ School of Medicine.

May I suggest a formal meeting to explore the idea?

I have some exciting and creative ideas, which may encourage you to take the next step towards realizing the positive impact a content management system would have within the School of Medicine. This would also be a great opportunity for us to discuss your goals and how an administrative intranet would help you reach them in a more timely and cost-effective manner.

In addition, there has recently been spirited discussion within the IT community on the topic of organizational continuity and its potential vulnerability due to advances in technology. I think you'll find the specific strategies I have to share with you thought provoking.

If you recall, my background is in Web Planning and Development, with specific skills in developing administrative intranets and public web sites, and designing web-based software to address the internal and external reporting needs of organizations.

Please see my attached resume attesting to my experience and specialties. I will contact you within the next few days to discuss the possibility of meeting with you.

Respectfully,

Your Name

(555) 555-1234

Attachment: resume

LINKEDIN NETWORKING LETTERS

LINKEDIN COMMON GROUP & RECONNECTING LETTERS

Linkedin.com Networking Letters

Linkedin is the leading social networking site for professionals. At Linkedin, all communications to other members are sent through the site, so every letter has a similar format. As social networking site exist for people to communicate and reach out to each other, you will notice that these letters, while polite and professional cut right to the chase.

If know someone, or have known him or her in the past you simply send a request to link. This will probably be fairly limited, so you will need to reach out to others that you don't know. The two easiest ways to do this are:

1. Send a request to link, through someone you know to the person you would like to know; the site automatically shows you the people who can provide the patch for your introduction.
2. You can join special interest groups, there are hundreds maybe thousands. Then as a member of a group, you can approach can approach any other member directly for a link, based on your mutual membership of that group.

Here are a few examples of networking letters to and from members of the Linkedin.com social networking site.

LinkedIn.com networking letter to a member of a common interest group

_____ has sent you a message.

Date: **/**/2010

Subject: Exchange leads?

Hello _____,

I came across your profile on Linkedin while doing a job search here on LI. We're both part of the SharePoint Experts Group, and thought it might make sense that we're connected. Let me know if I can be of assistance in your networking efforts here on LI. Perhaps we could talk and exchange leads?

Sincerely,

Your Name

(555) 555-1234

you@email.com

LinkedIn.com networking letter re-connecting with a past co-worker

_____ has sent you a message.

Date: **/**/2010

Subject: Blast from the past

_____,

I just came across your profile, and thought I'd reach out. We both worked at _____ in the late '90's, and I believe I may have hired you. I'd like to add you to my network, catch up and see how we might help each other.

Sincerely,

Your Name

(555) 555-1234

you@email.com

LINKEDIN VENDOR & RECRUITER LETTERS

LinkedIn.com networking letter to connect with executive at a vendor with whose product the sender is certified

_____ has sent you a message.

Date: **/**/2010

Subject: NBI Certified

Hello _____,

I'm one of NBI's authorized Partners, and would like to add you to my contacts here on LinkedIn. _____ or _____ can verify my affiliation.

Sincerely,

Your Name

(555) 555-1234

you@email.com

LinkedIn.com networking letter to a recruiter

_____ has sent you a message.

Date: **/**/2010

Subject: NBI Certified

Dear _____

(Name removed) recommended that I connect with you. I'm a senior level staffing and recruitment professional who is seeking opportunity in the greater Philadelphia area. While I am in play with a few companies right now, I'd appreciate your insight into the local market and players. In this respect, I'm hoping we might chat..

Sincerely,

Your Name

(555) 555-1234

you@email.com

LINKEDIN CAREER TRANSITION LETTER

Networking letter: Career transition letter (changing industry), and seeking interview at target company in new industry.

_____ has sent you a message.

Date: **/**/2010

Subject: FOOD TRUMPS PHARACEUTICALS

Dear _____:

I have a passion for Food. I am working to transition from the pharma industry, where I am a Brand Manager for _____, to the food and beverage industry. I recently heard about a position as an Associate Brand Manager at _____ and see considerable similarity in the brand strategies.

I know that I can make an immediate and long-term contribution to Hershey. I would love to send you my resume and, if you like what you see (believe you will) perhaps I can send you a resume and then we can set-up time to speak live.

Regards,

Your Name
(555) 555-1234
you@email.com

LINKEDIN IN-NETWORK MEMBER LETTER

Networking letter to a member of your network

_____ has sent you a message.

Date: **/**/2010

Subject: Request for Meeting

Hello _____, I came across your profile on the LinkedIn Resume group. As we are both actively looking for jobs in financial services and I would like to set up a brief meeting with you this week or next to discuss networking strategies, developing contacts and ways we might otherwise help each other.

To give you a brief background about myself, I am a recent MBA graduate with an emphasis in finance from the _____ School of Management, University of _____.

Prior to pursuing my MBA, I worked at _____ as a public accountant for four years. Recently, for over a year, I worked at the _____ as a fixed income analyst and currently work as an Associate at a private investment firm.

I want to make a career in financial services (equity research) and recently took my CFA Level II examination. I would appreciate if we could talk for a few minutes, I think your insights could be very helpful. Thank you for your time.

Sincerely,

Your Name
(555) 555-1234
you@email.com

LINKEDIN REQUEST FOR INTRO LETTER 1

Networking letter: asking a networking contact at Linkedin for an introduction to a prominent headhunter, a member of their network. This follows the sequence of emails thru to its conclusion: someone looking for a job locates recruiter with an open requisition.

To: Martin Yate

Date: July 28, 2010. 2.09PM

Hi Martin,

I hope that things are well. There is a gentleman named _____ that you are connected to on Linkedin. _____ recruits for the types of jobs that I am looking at so I was wondering if you could perhaps introduce me to him. If so, I can send a Linkedin introduction request.

Thank you.

Your Name

(555) 555-1234

you@email.com

From **Martin Yate**

To: _____

Date: July 28, 2010. 4.15PM

Hi _____,

I know a talented software guy, _____, who is interested in connecting with you. His communication to me is below. May you have fruitful conversations.

Regards

Your Name

(555) 555-1234

you@email.com

From _____

To: Martin Yate

Date: July 28, 2010. 6.18PM

Martin,

Yes, have _____ send me an invite. In fact, he can email me directly.

Is Bryan the Bryan in Texas? I just looked him up on Linkedin and there is one in Salt Lake, UT and one in DFW, TX. The one in TX looks like the guy since he is into database technologies. If he is the one, I think I have a position that he would be interested in the job that is local to DFW. This could be ideal timing.

I am always glad to help out anyone you refer.

Your Name

(555) 555-1234

you@email.com

LINKEDIN REQUEST FOR INTRO LETTER 2

Networking letter: asking a networking contact at Linkedin for an introduction to a member of their network. This one anticipates an introduction and includes a letter to the target contact.

_____ has sent you a message.

Date: **/**/2010

Subject: NBI Certified

Dear Martin,

I am asking for an introduction to _____ so that I can pursue a job opportunity with _____ Inc. I would like to speak with _____ to get a little more information about the job and the company. Thank you for taking the time to make this introduction for me. My email to _____ is below the signature

Sincerely,

Your Name
(555) 555-1234
you@email.com

_____ 's note to _____, which is an integral part of the Linkedin "request for introduction" protocols:

Dear Cari,

I am applying to work at my local branch of _____ Bank and noticed that you work for them. I was wondering if there would be anyway that I could ask you a few questions about the company, it would be really helpful to me.

Hoping you can take a few minutes to let me pick your brains, and find out How I might help you in return.

Sincerely,

Your Name
(555) 555-1234
you@email.com

LINKEDIN REQUEST FOR INTRO LETTER 3

Networking letter: Networking introduction request.

_____ has sent you a message.

Date: **/**/2010

Subject: Your advice is working!

Hello Martin,

I am beginning to get some hits and interview requests since I began using your *Knock em Dead* books a couple of weeks ago. The American Red Cross is the place I would most like end up and am trying to get past the cyber wall barrier without much luck. You know _____ who might be able to help, Would you feel comfortable passing my introduction request along, it's below the signature? Thanks for all of your help.

Your Name
(555) 555-1234
you@email.com

(_____ note to _____ :)

Hello Bob,

I am currently interested in a recovery planning or field ops position with _____ and have submitted my resume through the web but am having trouble getting any personal contact with the hiring decision makers to follow up. Do you have any insight on how the process works or how I might be able to reach out on a personal level to the recruiting department? Thanks for any info you may have.

Sincerely,

Your Name
(555) 555-1234
you@email.com

LINKEDIN REQUEST FOR INTRO LETTER 4

Networking letter: Networking introduction request.

_____ has sent you a message.

Date: **/**/2010

Subject: Thank you for inviting me into your network

Hi _____,

Thank you for accepting me into your network, Martin! I am currently looking for networking connections with _____ in _____. Please let me know if you are comfortable with forwarding my request for the introduction to John Rogers along that follows my signature.

Thank you,

Your Name
(555) 555-1234
you@email.com

(_____ note to _____ :)

Hello _____,

I am a seasoned Operations and Project Management specialist with a proven track record in optimizing operations to achieve maximum production and profit potential, producing new revenues or savings of over \$20 million for my employers over the past 7 years

I am interested in an employment opportunity with _____ in _____, _____ area, and noticed that you have identified yourself as someone who is willing to be contacted about jobs inquiries.

Please take a moment to review my profile, and let me know if you are interested in an exploratory conversation. I am of course happy to send my resume if you can send me your email address.

I look forward to your response.

Regards,

Your Name
(555) 555-1234
you@email.com

LINKEDIN REQUEST FOR ENDORSEMENT LETTER

At LinkedIn you can ask people to endorse your work. Here is an example of an endorsement request.

LinkedIn Endorsement Request

_____ has sent you a message.

Date: **/**/2010

Subject: Can you endorse me?

Dear _____,

I'm sending this to ask you for a brief recommendation of my work that I can include in my LinkedIn profile. If you have any questions, let me know.

Thanks in advance for helping me out. If you have any questions please just call or email.

Regards,

Your Name
(555) 555-1234
you@email.com

LINKEDIN TARGET COMPANY NETWORKING LETTER

Networking letter: direct approach to a Linkedin contact at target company using some good background information

_____ has sent you a message.

Date: **/**/2010

Subject: Risk mitigation related question

Dear Jacqueline,

I was very impressed with what I learned about the _____ program in _____ at the Export-Import Bank Conference in _____ last week. That is why I write. I am interested in, among other things, risk mitigation and energy supplies and sources. I was impressed with your company's work from exactly this perspective.

I am happy to think that the move toward solar and wind is going to give the world not just better and more cost-effective power, but also safer power. This is very important. At the Export-Import Bank Conference, for example, delegates from Morocco asked the Secretary of Energy if the United States would work with Morocco to do alternative energy in the South of Morocco and to include Mauritania, and, signally, to include a consortium of universities to do all of this.

I have worked as a Fulbright Scholar and know that this is absolutely critical for Morocco and for the country's relationship with the United States and for Morocco's security with respect to the rest of Africa.

The Secretary of Energy, was happy to hear Morocco want to come to the table to do business in the south of Morocco for alternative energy sources.

All of this is my way of saying that I would like to come up to _____ and to explore what you have and to learn more. It might be possible to do a write up for a broader audience that could feature what you are doing, and we might discuss what sort of audience when we meet.

I look forward to hearing from you soon.

Best,

Your Name

(555) 555-1234

you@email.com

REJECTION LETTERS

ACCEPTING ANOTHER JOB OFFER

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Job offer for the Director position

Dear Recipient Name,

Thank you for taking the time to meet with me recently to discuss the position of _____ Director. I genuinely appreciated the opportunity to meet with the Board and the Search Committee to learn about the position. I was very favorably impressed with the _____ City Library System and believe that if selected, my contributions would have more than justified your judgment.

However, I am writing to ask that my name be withdrawn from further consideration for **the Director's position at this time. I have recently been offered another challenging and rewarding opportunity.** The relative time frames involved have made it necessary for me to render a decision without further delay, and I have chosen to accept the offer.

Had circumstances permitted, I believe that it would have been productive to continue our discussions and am confident that we could have arrived at a mutually beneficial arrangement.

I would be most interested in keeping touch, we never know what the future will unfold for us. I wish you the best of luck in this current search. Thank you, again, for your time and consideration.

Sincerely,
Your Name
(555) 555-1234

NOT THIS JOB, MAYBE SOMETHING BIGGER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Appreciate your interest

Dear Recipient Name,

Thank you for your email updating me on the status of the telecommunications project we discussed in our recent telephone conversation.

Although I genuinely appreciate your consideration for the Team Supervisor position, at this time, I feel my best interests are to pursue a position more closely aligned with my level of experience, achievements and demonstrated managerial skills.

I remain most interested in opportunities with your company, and would ask that you keep my name in consideration for other positions that would more fully capitalize on my knowledge and expertise. Thank you for your time and interest.

Sincerely,
Your Name
(555) 555-1234

REJECTION AFTER CAREFUL THOUGHT

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Re: Policy Manager job offer

Dear Recipient Name,

I would like to thank you for offering me the position of Accounting Policy Manager at _____ I am extremely grateful for the opportunity and time I had to meet you, Lewis, Jamie, Jane, Connie, and Robert over the last few weeks and appreciate the time and incredible effort involved in considering me for a position in your organization.

It was quite a challenging decision for me, as I was genuinely impressed by the strong caliber of your organization and the very impressive energy efficiency strategy. Everything reinforced the great experience I had working at your Santa Clara site while on my Federal tax rotation at _____ in 2009. However, after much consideration, I have made a decision to accept an offer that is better aligned with my immediate career goals.

I wish you, the finance organization, and _____ much continued success. I sincerely hope that we stay in touch and that our professional paths cross again. Thank you again for your time and consideration.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

THANKS, BUT JUST ACCEPTED ANOTHER JOB

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: ref: Internal Audit opening.

Dear Recipient Name,

It was indeed a pleasure meeting with you and your staff to discuss your needs for a _____; our time together was most enjoyable and informative.

As we have discussed during our meetings, a primary purpose of preliminary interviews is to explore areas of mutual interest and to assess the fit between the individual and the position. I was well along in my job search when we spoke and intimated I was close to receiving offers,

As I have accepted a position that is well suited to my qualifications and experience, I must withdraw myself from consideration. Thank you for interviewing me and giving me the opportunity to learn more about your facility. You have a fine team, and I would have enjoyed working with you.

Best wishes to you and your staff, look forward to running into you again one of these days.

Sincerely,

Your Name

(555) 555-1234

WITH REGRETS AND GREAT HOPE

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: With regrets and great hopes for January

Dear Recipient Name,

I would like to take this opportunity to thank you for the interview on Thursday morning, and to express my strong interest in future employment with your organization.

While I appreciate very much your offer for the position of Department Manager, I feel that at this stage of my career I am seeking greater challenges and advancement than the Department level is able to provide. Having worked in management for over four years, I am confident that my skills will be best applied in a position with more responsibility and accountability.

As we discussed, I look forward to talking again in January about how I might contribute to the company in the capacity of Unit Manager. Roll on the New Year!

Sincere regards,

Your Name
(555) 555-1234

RESIGNATION LETTERS

GRACIOUS RESIGNATION

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Regretfully, my resignation

Dear Recipient Name,

Please accept my resignation of my position as Sales Representative for the metropolitan area, effective January 25. I am offering two weeks' notice so that my territory can be effectively serviced during the transition, with the least amount of inconvenience to our clients.

I now have an opportunity to develop my skills in areas that are more in line with my long-term goals. I thank you for the sales training and have enjoyed very much working under your leadership. It is largely due to the excellent experience I gained working on your team that I am now able to pursue this growth opportunity in Training and Development.

During the next two weeks, I am willing to help in every way to make the transition as smooth as possible. This includes assisting in recruiting and training my replacement. If I can be of assistance to you or my replacement after this time, perhaps in giving insights on particular clients, I am more than happy to do so. Please let me know if there is anything specific that you would like me to do.

Again, it has been a true honor working as a part of your group. I shall remember you especially and the team with fondness for many years. I hope we stay in touch.

Sincerely,

Your Name
(555) 555-1234

MIS RESIGNATION FROM FIRST JOB

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Resignation notification

Dear Recipient Name,

This email is to notify you that I am resigning my position with _____ effective Date.

In order to achieve the career goals that I've set for myself, I have accepted a higher level Systems Operator position with another company. This position will give me an opportunity to become more involved in the technical aspects of setting up networking systems.

I have enjoyed my work here very much and want to thank you and the rest of the MIS Department for all the encouragement and support you have always given me.

Please know that I am available to help with any staff training or offer assistance in any way that will make my departure as easy as possible for the department.

I want to wish everyone the best of luck for the future. Thanks again for giving me my start in a profession I love, I will always hold you in the highest esteem Carole.

Sincerely,
Your Name
(555) 555-1234

REQUESTED RESIGNATION

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Requested resignation

Dear Recipient Name,

As requested by Joan Larson, Nursing Manager, I am submitting this letter as written confirmation of my resignation as a per-diem on-call CCU nurse with _____ Hospital. My permanent part-time employment was scheduled to begin April 7th. However, in the interim, I accepted a permanent full-time position with _____ Hospital.

On April 3rd I met with Gretchen Miller, Human Resources Administrator, to inform her of my decision. I expressed a desire to honor my commitment with the understanding that the need for flexibility in my schedule would be taken into consideration. Ms. Miller contacted Joan Larson to discuss an alternative employment arrangement. Subsequently, my status from permanent part-time was changed to per-diem on-call.

Immediately upon completion of the mandatory two-week orientation period, I was faced with a schedule conflict. As a result of an apparent miscommunication, I was scheduled to do my floor orientation from April 21st through 25th. I approached Diane Willis, Nursing Manager, to resolve the conflict and learned that she was completely unaware of both my situation and agreement between Joan Larson, Human Resources, and myself. As a result, my resignation seemed to be the logical solution.

Ms. Powell, it was never my intention to cause problems within your administration; therefore, please accept my apology for any inconvenience experienced. Thank you for the opportunity to be a part of your staff.

Sincerely,
Your Name
(555) 555-1234

RESIGNATION AFTER TEN YEARS

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: With regret

Dear Recipient Name,

After working for so many years for such a great boss and colleagues, it is with some regret that I offer my resignation. Please accept this letter as my formal resignation from the position of Care Coordinator. I have accepted a new position as Supervisor of Client Services at a growing medical center in _____.

My last day of employment will be on Friday, May 9, which should provide sufficient time to complete existing projects and assist with the transition to a new coordinator.

The past 10 years have been both professionally and personally rewarding. Thank you for your trust and support over all these years. I have appreciated the opportunity to expand my skills and work with many talented individuals. I hope that we stay in touch and that you can wish me the same success in the future I wish you and everyone here at the center.

Thank you, sincerely,

Your Name
(555) 555-1234

VP RESIGNATION

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Formal resignation

Dear Recipient Name,

As of this date, I am formally extending my resignation as _____. I have accepted a position as Vice President of _____ at a university medical center in _____.

My staff is readily able to handle the institution's operations until you find a suitable replacement. I intend to finalize my business and personal affairs here over the next several weeks and will discuss a mutually acceptable termination date with you in person.

My decision to leave was made after long and careful consideration of all factors affecting the institution, my family, and my career. Although I regret leaving many friends here, I feel that the change will be beneficial to all parties.

Finally, I can only express my sincere appreciation to you and the entire board for all your support, cooperation, and encouragement over the past several years. I will always remember my stay at _____ for the personal growth it afforded and for the numerous friendships engendered.

Yours truly,

Your Name
(555) 555-1234

RESPONSES TO JOB POSTINGS

ACCOUNT MANAGER

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Accounting Manager job posting

Dear Recipient Name:

Re: File No. 213

I have six years of accounting experience and am responding to your recent posting for an Accounting Manager. Please allow me to highlight my skills as they relate to your stated requirements.

Your Requirements	My Experience
<ul style="list-style-type: none">• A recognized accounting degree plus several years of practical experience.• Excellent people skills and demonstrated ability to motivate staff.• Strong administrative and analytical skills.• Good oral and written communication skills.	<ul style="list-style-type: none">• Obtained a C.A. degree in 2001- and have three plus years' experience as an Accounting Manager.• Effectively managed a staff of 24 including two supervisors.• Assisted in the development of a base reference library with Microsoft Excel for 400 clients.• Trained four new supervisors via daily coaching sessions, communication meetings, and technical skill sessions.

I believe my background provides the core professional skills you require. I would welcome the opportunity for a personal interview to further discuss my qualifications and have enclosed my resume for your consideration.

The position sound interesting and I would welcome the opportunity for a personal interview to further discuss my qualifications. I also sent my resume via email; I wanted to be sure you saw my credentials.

Yours truly,

Your Name
(555) 555-1234
Attachment: resume

ADMINISTRATIVE INVESTMENT BANKER

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Administrative Investment Banker job posting

Dear Recipient Name:

I am responding to the [Administrative Investment Banker] job posting on your company's web site. My 12 + years experience as an administrative investment banker and assistant to a Vice Chairman seems a good match for your stated needs.

Some things not mentioned in your posting that I know will be important considerations: In bank administration we do what needs to be done to keep the engine running smoothly. In addition to all your stated requirements, administration responds to the legal and political polemics that proscribe the banker's world. I have had a seat on the legal committee for 7 years and spent 4 years as a PAC representative.

My years as a line and administrative professional have also provided me with an unusual sensitivity to the needs of senior professionals. I have substantial computer experience and am fully computer literate. I have been told my verbal and written communication skills are exceptional.

I know of your company, and my colleague Glenna Close is a VP in the systems area, we tend to be happy in the same environments so I would be eager to talk with you about this position.

Based on the responsibilities and opportunities you describe and industry norms for this job, **you'll find my salary requirements** reasonable and negotiable. I have attached my resume for your consideration in both MS Word and as a PDF. **And as I'm guy who likes to cover the bases,** also pasted an unformatted version in after my signature.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

ADMINISTRATOR, HEALTHCARE

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Administrator Healthcare Services, RN, program director, school nurse, operating room circulator, and charge nurse in clinic, ER, OR,

Dear Recipient Name:

I am a registered nurse, and native of this area with a background as program director, school nurse, operating room circulator, and charge nurse in clinic, ER, OR, and hospital floor environments. The following skills and characteristics are reason to take a closer look at my credentials. I am:

- *Strong in handling multiple tasks and multifaceted situations while maintaining satisfactory interpersonal relationships with staff, physicians, patients, students, and families.*
- *An expert at ensuring compliance with regulations while keeping costs within budget.*
- *Talented in prioritizing issues and tasks and visualizing the “big” picture when considering the long-term effects of my decisions.*
- *An outcome-oriented self-starter with superior organizational and administrative skills.*

After reviewing my attached résumé, you will discover that my qualifications are a good match for this position. You may reach me at (999) 999-9999 to schedule an appointment at your convenience. In the meantime, thank you for your time and consideration.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

AEROSPACE CONSTRUCTION

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Aerospace Construction job posting

Dear Recipient Name,

When I saw your announcement for a skilled laborer at Cudjoe Key, I made writing this letter my first priority.

I think you deserve to see the contributions I can make to the Lockheed Martin team at once. That's why you'll find my résumé different from others you may have run across. In place of the usual "objective statement," you'll read about four, productivity-building capabilities I can bring to the job. And, right below them, are seven examples of the kinds of contributions I've made to my employers.

But I am concerned that you may think I am "overqualified," that I will be bored by the job. In fact, your position fits in nicely with the goal of getting my degree in Aerospace Engineering. I can't think of a better opportunity to see the OT&E process at work than being "in the trenches" on a project like yours.

I do best when I can learn about my employer's special needs. My resume is attached for your review; may I call in a few days to explore how I might fit best onto your team?

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

ASSESSMENT COORDINATOR

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Assessment Coordinator job posting

Dear Recipient Name:

Your posting on the *New York Times website*, on June 9, for an **Assessment Coordinator** seems to perfectly match my background and experience. As the International Brand Coordinator for Kahlúa, I coordinated meetings, prepared presentations and materials, organized a major off-site conference, and supervised an assistant. I believe that I am an excellent candidate for this position as I have illustrated below:

YOUR REQUIREMENTS

A highly motivated, diplomatic, flexible, quality-driven professional on every project.

Exceptional organizational skills and attention to detail.

College degree and minimum 3 years relevant business experience.

Computer literacy.

MY QUALIFICATIONS

Successfully managed project teams involving different business units. The defined end results were achieved

Planned the development and launch of the Kahlúa Heritage Edition bottle series. My former manager enjoyed leaving the "details" and follow-through to me. Coverdale project management training.

B.A. from Vassar College. 5+ years business experience in productive, professional environments.

Extensive knowledge of Windows & Macintosh applications.

I'm interested in this position because it fits well with my new career focus in the human resources field. Currently, I am enrolled in NYU's adult career planning and development certificate program and working at Lee Hecht Harrison.

My resume is attached for your review. If you believe that there is a match, as I do, please call me. Thank you for your consideration.

Sincere regards,

Your Name
(555) 555-1234
Administrator Healthcare

CAMPUS DIRECTOR

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: RE: PIN 1826 Campus Director, Library, Statesboro Campus

Dear Recipient Name,

To whom it may concern,

I am responding to your job postings on _____ and _____ for a Library Director for the Statesboro Campus. I have completed a job application and uploaded my résumé and graduate degree transcripts for your consideration.

I am interested in this position for two main reasons. First, I have had the pleasure of working with _____ students across the Information Services Desk at _____ Library for a number of years. Secondly, becoming your Library Director is the right place for me to land after my more than fifteen years of professional experience with increasing levels of responsibility. I would greatly enjoy the opportunity to ensure your students receive outstanding library services in every place they gather—online, and on or off campus.

I believe I am an excellent candidate for this position as I have illustrated below:

Your Requirements

- Five years of progressively responsible professional/technical experience in area assigned
- Leadership and supervisory experience
- Master's Degree in Library/Information Science from an ALA-accredited university

My Qualifications

- 15+ years of library experience with increasing responsibility in innovative, customer focused environments.
- 7 years of successful staff management in multiple departments. Proven ability to inspire a shared vision.
- MLS from University of _____ in 1994. Continued professional education in leadership and technology.

An extensive listing of my core competencies in management, relationship building, technical areas, and technology are featured in my résumé along with a few performance highlights for your review. I would welcome the opportunity to meet with your selection team for an in-depth interview to discuss the results you can expect from me as your Library Director. Thank you for your time and consideration. I look forward to an email or phone call from you soon.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

CUSTOMER SERVICE

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Customer Service job posting

Dear Recipient Name:

In response to your posting for a customer service representative on accountants.com: your requirements match my experience working in capacities that require strong interpersonal communication and customer needs assessment skills, an ability to interface effectively with internal/external contacts, and a skill for ensuring the accurate, timely processing of electronic, verbal, and written information.

Since ____, I have held longstanding positions of increased responsibility for leading financial services organizations, in charge of tracking, monitoring, reviewing, and processing of account and market-related data. In these positions, I continue to prove myself as a capable, take-charge team player with an ability to coordinate diversified departmental and customer support functions.

Combined with my ability to proficiently manage and train others on the complexities of comprehensive databases and improve workflow efficiencies, I am confident that I would be an asset to your customer service organization.

I would welcome the opportunity to meet with you for an in-depth interview and have enclosed my resume and salary documentation as requested. I am attaching my resume for your review and consideration. I look forward to hearing from you soon.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

DIRECTOR OF COLLEGE HOUSING

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Director of College Housing job posting

Re: Reference Code: TC-E-5556E2

Dear Recipient Name,

In response to your posting on the NACE website, for an Assistant Director of College Housing, I have attached my resume for your review. The following gives you a snapshot of how my experience matches your needs:

Your requirements	My qualifications
<ul style="list-style-type: none">• Bachelor's degree or four years of experience in lieu of degree.• Promote and develop educational programming and maintain extensive budget.• Administration of three to five residence halls housing approximately 1,000 students.• Supervise, develop, and evaluate three to five full time resident hall directors.• Develop departmental policies and procedures, manage area office including billing, occupancy, and facilities records.• Assist in the development and leadership of departmental committees, and serve as manager for student conduct cases.	<ul style="list-style-type: none">• Masters degree in Clinical Counseling• Eight years of combined experience in resident hall administration and counseling capacities.• Plan, develop, and implement educational programs, and manage an operational budget.• Administration of residence halls housing up to 500 college students.• Supervise, develop, and evaluate 26 Resident Advisors with direct responsibility for four RA's and a Head Resident Advisor (HRA).• Direct all aspects of front desk management and facilities maintenance operations.• One year as VP of Committees and Organizations for the Student Government with the State University of New York at Suffolk.

Thank you for your review and consideration of my attached resume. I look forward to hearing from you soon.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

DIRECTOR OF DATABASE ENGINEERING

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Director of Database Engineering job posting

Dear Recipient Name,

14 years' experience in data warehousing, database administration, and business systems development are the essential assets I bring to your Director of Database Engineering position.

As a senior-level employee of _____, Inc., I have established a track record for successfully managing complex projects. One example:

Managed \$10 million development project for _____, building and implementing first enterprise data warehouse and certain downstream divisional data marts. Within three months of implementation, established as the source for accurate company data for all N.A. business units. Met service level commitments over 97% of the time and experienced no downtime due to programming error.

I bring competency in correlating data warehousing functions with overall company goals; am skilled in providing counsel to senior managers and executives on database issues as they relate to performance imperatives; and adept at monitoring data warehouse systems to continually ensure their value and usefulness to an organization as a whole.

Assuming your interest, please review my attached resume, and contact me to schedule an interview. I am excited about this opportunity.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

ENTRY LEVEL SALES

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Sales Associate with verifiable track record

Dear Recipient Name,

If you are you searching for a success-driven Sales Associate with a verifiable track record, look no further. Highlights of my achievements include:

- Awarded with 3 plaques and nominated to President's Club for exemplary sales performance.
- Started a business from scratch and grew customer base using multiple marketing approaches.
- Paid college expenses while working full-time in sales.

Although I will not graduate with a B.A. in Communications until December, I am eager to start work as soon as possible—either full- or part-time. I can balance the responsibilities of a Sales Associate position with my final studies, because I have done so with a full course load for the past four years.

As a sports nut with proven closing ability in B-to-C sales, I know that I can make a positive contribution to _____. My resume is attached for your review and I will call you next week, hopefully to arrange an interview. Thank you for your consideration.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

HEAVY EQUIPMENT SUPERVISOR

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Heavy Equipment Supervisor job posting

Dear Recipient Name,

Please accept the attached resume in response to your Heavy Equipment Supervisor position posting.

My experience includes 10+ years of experience operating and maintaining heavy equipment. In my current position, I operate backhoes, loaders, lulls, Gallion cranes, Ditch Witch trenchers (large and walk-behind), forklifts, street sweepers, and bucket trucks. In addition, I supervise the troubleshooting, maintenance and repair of all of the department's equipment.

Of equal importance are my supervisory and leadership skills; I have managed crews of up to 40 employees. Being extremely diligent, I have assumed responsibility for overseeing and monitoring various projects and issues that effect the daily operations, efficiency, and profitability of the company. I am recognized by senior management for consistently completing projects on time and within budget.

My transition through several trades during my career has developed my strong multi-tasking abilities, which has proven to be an asset in a business where everything needs to be done yesterday.

Assuming my skills match your needs, I would welcome the opportunity to meet with you and to determine the contributions I can make to your company. Thank you for your consideration. My resume is attached for your review

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

HYDROLOGIST

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: **Hydrogeologist/Groundwater Modeler:** solute transport modeling, quantitative skills

RE: Position of Hydrogeologist/Groundwater Modeler, Company Job ID: ACHZ4121-234059, AJB

Reference Number: 4950495, Job ID #0000BZ/BBBB

Dear Recipient Name:

I learned about your need for a Hydrogeologist/Groundwater Modeler with great interest, as my qualifications match your requirements for this position almost exactly. Please accept my attached resume for your review and allow me to explain briefly how I can contribute to _____.

With an MS Degree in Hydrologic Sciences and over 7 years of research experience, I have developed a strong background in advanced theories of solute transport modeling; consequently, I have developed effective quantitative skills and a practical understanding of the fundamental principles and concepts associated with hydrogeology.

My resume will provide additional details regarding my educational background and professional experience. Beyond these qualifications, it may be helpful for you to know that I have worked successfully in both independent and team project environments, adapt readily to rapidly changing work conditions, and enjoy the prospect of contributing to CRPH's "80-year reputation as a water industry leader" in the advancement of hydrogeologic and groundwater projects.

I would welcome the opportunity to interview for this position and discuss the results you can expect from me as a member of your team. Thank you for your time and consideration.

My resume is attached for your review

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

LEGAL ADMINISTRATION

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: BAR COUNSEL LEGAL SECRETARY

RE: OFFICE OF BAR COUNSEL LEGAL SECRETARY

Dear Recipient Name:

It is with continued interest and enthusiasm that I respond to your recruitment posting for Legal Secretary to the Ohio Bar Association's Office of Bar Counsel.

Although a relative newcomer to the field, I have earned my degree in Paralegal Studies, graduating with Magna Cum Laude distinction. With more than two years of experience after graduation providing administrative and clerical support in private practice, I am confident that I possess the expertise and dedication that will make an immediate and significant contribution to the efficiency and organization of the Office of Bar Counsel.

It has long been my dream to associate with the top professionals in the field. Where better to continue my professional development than within the heart of the organization as a provider of administrative support to members of the Ohio Bar Association itself!

If you are looking for a legal support professional who is committed to the highest standards of performance, relates well with others, is self-directing and highly motivated, and is looking for a long-term employment relationship, please contact me to arrange an interview. I will make myself available at your first convenience. My resume is attached for your consideration.

Sincerely yours,

Your Name
(555) 555-1234
Attachment: resume

LEGAL PROFESSION

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Legal Administration job posting: mgmnt,mktg, cmptr, acctg, planning, personnel

Dear Recipient Name

In response to your job posting on Hotjobs.com for a legal administrator, I have been a legal administrator for two twenty-one-attorney law firms. Additionally, I have also been a medical administrator for over ten years. I believe that this experience might be of interest to a law firm with such a significant malpractice caseload.

I possess the management, marketing, computer, accounting, budgeting, financial planning, personnel, and people management skills you would expect from someone who has been in professional practice administration for 15 years.

I will be in the area later in the month. Hopefully, we can meet at that time to discuss how well my skills and personality might fit your needs and company culture. I am very interested in this position and have attached my resume for your consideration.

Thank you for your time and consideration.

Sincerely,

Your Name

(555) 555-1234

Your e-mail address

LOGISTICS

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Warehouse pro: 26 yrs inventory control, import/export, shipping, tracking, organization

Ref: Warehouse Manager posting

Dear Recipient Name,

You are seeking an experienced and self-motivated warehouse manager. For 26 years I have been successfully working in manufacturing and warehouse settings. I have been a warehouse manager for 12 years and am dedicated to the principles of quality, continuous improvement and customer satisfaction.

I like to make a difference when I go to work and always look for ways to improve productivity, efficiency, and accuracy. In my current position I have identified ways to reduce downtime and waste, as well as methods to increase productivity. Performance reviews have noted my **“excellent attendance and dependability” and praised me as “reliable and highly motivated.”**

Throughout my career, I have demonstrated my loyalty, commitment and a solid work ethic. If you need a warehouse manger who can hit the ground running, I am confident that, as a professional at the top of his professional stride, our meeting could be time well spent. My resume is attached as PDF.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

OFFICE ADMINISTRATOR

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Office Administrator job posting

Dear Recipient Name,

Your posting for an **Office Administrator** on _____ caught my attention because my background appears to parallel your needs.

I am **self sufficient** and able to **work independently with little supervision**, as my references will confirm. I am regarded as **an information resource** and enjoy sharing my knowledge to help others. I always listen to understand what others need, **I don't just wait my turn** to speak; and then with a full grasp of the issue, I solve the problem.

Process streamlining is strength. I have **developed** software based **systems and processes** to automate production reporting, notify customers of changes, and inform field staff of corporate directives. When supervising clerical staff, I always try to **plan ahead** to make the best use of their time.

I work well with executives, sales representatives, customers, vendors, and coworkers, and demonstrate strong interpersonal communication and good judgment. I also have extensive experience **managing projects, planning meetings, trips, and special events.**

I am confident that I can deliver similar results for _____. My resume is attached for your review. Thank you for your time and consideration; I look forward to speaking with you soon.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

OPERATIONS MANAGER

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Hi-Performance Operations Manager job posting

Dear Recipient Name,

The job posting on CareerBuilder says you need an Operations Manager who can impact the bottom line. No one has money to burn in a tough economy, which is why adding a seasoned operations guy like me to your staff will increase productivity, saving time and saving money, and thus making as real contribution to profitability.

The match between your needs and my talents is ideal. My strengths lie in leveraging the labor and manufacturing operations that design, build, install, and manage equipment for environmental and production improvements. I am a leader both by example and through effective management of individuals and teams.

My attached resume will identify a dozen projects, and their impact, that have been successfully implemented. The work performed under my direction has always come in at, or below, budget and my teams always meet project deadlines.

The resume summarizes my qualifications and achievements. Because “proven skills” are best verified in person, I look forward to our conversation and will call early next week to schedule our meeting. Thank you for taking the time to review my resume and for your consideration.

Sincerely,

Your Name
(555) 555-1234
Attachment: resume

PEACE OFFICER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Peace Officer application

Dear Recipient Name:

I am submitting my attached résumé in application for the position of Peace Officer. I have recently completed necessary educational requirements, and I am enthusiastic about the possibility of interviewing for this position.

My degree from _____ in Criminal Studies provided me the opportunity to analyze the key concepts, principles, and practices associated with human behavior and criminal justice. I demonstrated in-depth knowledge of law enforcement and social science issues through excellent work in class assignments and projects.

I realize that there is a significant difference between academic studies and field experience, but I am confident that my knowledge and commitment to criminal justice will insure my ability to perform effectively within your department.

I worked through college earning recognition from my managers my leadership and organizational skills. For example, as a Certified Trainer at _____, I trained a staff of eight bussers and contributed to improved team performance by building great relationships with team members and guests.

My resume is attached to provide you with full details concerning my background and achievements. Thank you for your time and consideration.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

PRODUCTION SUPERVISOR

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Production Super matches your exact requirements

Dear Recipient Name:

In response to the job posting on your company's Web site, please consider my attached resume in your search for a Production Supervisor.

I am presently responsible for the coordination of production in three assembly and test areas that employ 35 union personnel. With a hi-tech background in **Fortune** 500 companies, I feel well qualified for the position you described.

Supervising production of union personnel in three disbursed facilities requires my ability to function independently, but with clear lines of communication and immediate response with sales, operations, HR and legal. Constant negotiations with union employees and all levels of management have tuned my interpersonal skills.

I am accustomed to a fast-paced environment where deadlines are a priority and multi-tasking is the norm. I would like very much to discuss with you how I could contribute to your organization.

Thank you for your time and consideration.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

PROFESSIONAL PRACTICE, BILLING

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Re Medical Biller job opening. ICD-9, CPT coding, ebilling, super-billing

Dear Recipient Name,

I am very interested in the Medical Biller job opening you have posted on _____ and believe I have the qualifications to successfully fulfill your requirements.

I have a solid 3 years in administration of professional practices, and have just completed intensive training in medical billing policies and procedures with Franklin Institute for Allied Health Professionals.

Coursework emphasized the international classification of diseases (ICD-9) and complex CPT coding for insurance purposes, included instruction in standard billing procedures to produce invoices or super bills within the office, utilization of outside billing services, and electronic billing.

From my prior experience in a law office, I know how to deal diplomatically with confused and difficult clients, not unlike the patients at a doctor's office who do not understand the provisions of their healthcare plans. I am equally comfortable in close working relationships with physicians and other professional staff.

I attach my resume for your review and look forward to discussing how I may be able to contribute to your efficiency, patient relations and profitability.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

SENIOR PR

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Apple consumer PR

Dear Recipient Name,

As a high-tech PR professional with 15 years' technology experience, I possess both the proven skills and drive that _____ and the above client is known for. You seek, and my specific experience includes:

Point of Strategic Counsel

Primary contact for creation, execution and delivery of messaging and launch strategies for both companies and C-level executives. This has resulted into superb client management skills at the highest levels, demonstrated by repeat business as loyal clients stay with me over the years.

Manage High-Level Influential Relations with Key Press

Having developed long-term relationships as well as forging critical new relationships with key media, I understand the importance of managing those relationships with integrity, respect, reliability and discretion. This has enabled me to craft and place stories in hundreds of outlets ranging from _____ to _____.

Coach Team and Account Staff

I learned over the years that a team is only as good as its leader. And, it's more rewarding to be on the winning team. I lead by example, believe in positive reinforcement and recognition, and keep team members focused on our client's goals and objectives, our ultimate prize.

The attached resume will give you further insight into my capabilities. I feel confident that a meeting would demonstrate that my high-tech public relations expertise would be a worthy addition to your team. I look forward to speaking with you soon.

Regards,

Your Name

(555) 555-1234

Attachment: resume

TECHNICAL SALES REP

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Tech sales/key acct/closing/new territory dev/negotiation/customer service

Ref: Technical Sales Representative, listed on Monster.com

Dear Recipient Name:

With 3+ years in technical B-to-B sales. I have developed an expertise in new and key account acquisition, new territory development and management, contract negotiation, and customer service. **Ranked # 2 in my company** for new account acquisition for the year just ended, I am ready to make my first strategic career move. Such accounts include _____, _____, _____ and _____.

Familiar with blueprints, part number breakdowns, and the bidding process, I have **doubled my sales from \$40,000 to \$80,000 a month**. I am known for effectively identifying and resolving problems before they affect related areas, personnel, or customers.

I would welcome the opportunity to discuss with you how I might make similar contributions to the success of [_____] Corporation. My resume is attached for your review; I believe you will find me well qualified.

I look forward to hearing from you to schedule a personal interview at your convenience.

Sincere regards,

Your Name

(555) 555-1234

Attachment: resume

TUTOR

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: SAT Tutor

Dear Recipient Name,

I am writing in reference to your opening for an English and SAT tutor. I am a dedicated student of literature and, more generally, intellectual history, and I believe I can make a real contribution to your company, for a number of reasons.

- As someone who has himself taken the SAT, ACT, and AP English and History exams in the not-so-distant past, I am familiar with not only the tests themselves, but also the mental and emotional strains involved in preparing for them.
- The nature of my two areas of expertise has engendered a collateral familiarity with related disciplines, such as history, as well as a facility in acquainting myself with the rudiments of unfamiliar Humanities disciplines on short notice.
- Through my work with mentally challenged children at the Robin Hood Country Day School, I have become well-versed in the patience and tact required of an educator, as well as empathetic to the challenges facing students for whom the promise of academic excellence is not compelling, or not viable.
- Because I intend to go on to graduate school and become a professor, I have a profound commitment not only to excel in teaching, but to inspire in students the devotion to learning that informs every aspect of my own life. Through tutoring, I hope to learn every bit as much as students will potentially learn from me.
- Through my work as an editor and copy-editor, I have had ample experience using my knowledge of English grammar, syntax, and argument structure to improve the work of even professional authors, and doing so in a way that is both encouraging and sensitive to the feelings of the writer.

I appreciate your taking the time to review these credentials and my attached resume, and hope that we can talk soon. I am available at any time at the telephone number below.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

VOICE & ARTICULATION ADJUNCT FACULTY

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: **Voice & Articulation** adjunct faculty

Dear Recipient Name:

Your posting for **Voice & Articulation** adjunct faculty captured my serious interest. My 25 years' experience as a Speech Therapist in the Batavia Central School provides me with all the skills you seek. Some key points you may find relevant to this opportunity include:

- ✓ *Experience assessing needs of and providing instruction to the disabled. In my current position, I work one-on-one with students having hearing loss, emotional disorders, ADHD, autism, and other physical disabilities impacting their ability to acquire speech. I also develop IEPs and participate in the CSE process to define students' needs and implement instruction plans.*
- ✓ *Excellent leadership skills, with experience mentoring co-workers. Currently, I mentor speech therapists and teachers working with hearing-impaired students, as well as direct the activities of two other speech therapists.*
- ✓ *A Master's degree in Speech Pathology, plus NYS Certification as a Speech & Hearing Handicapped Teacher. In addition, I have attended workshops in Phonemic Awareness, Autism, and Pervasive Developmental Disorders.*

In my current role, I am accountable for addressing the needs of approximately 300 elementary and secondary school students with various speech deficiencies. I believe that my knowledge and expertise would allow me to effectively serve your students in this Voice & Articulation instructional role.

Thank you for your time and consideration. I look forward to talking with you soon. Please contact me via phone or e-mail to arrange a mutually convenient date and time for us to meet. My resume is attached.

Sincerely,

Your Name
(555) 555-1234
Your e-mail address

RESURRECTION LETTERS

HEADHUNTER SEARCH

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Construction Management searches?

Dear Recipient Name,

I am in the construction management and business management fields, and writing to follow up on a resume I sent a while back. Perhaps you did not have any active searches that met my qualifications in construction management or that my file was mislaid.

I am looking for an executive position that leverages the experience and abilities reflected in the attached resume. I am open to relocating the United States and overseas. If any positions become available, I would be happy to discuss the details, thanks for your consideration. I'll call in a couple of days to follow up.

Sincerely,
Your Name
(555) 555-1234

Attachment: resume

HIRING FREEZE THAWS

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: **I bumped into Father O'Donald at church**

Dear Recipient Name,

Talk about small coincidences. I bumped into Father _____ at church this past Sunday and learned that St. _____ is opening a new foster care division this coming March. One word led to another, and he told me that Little Lamb Foster Care & Adoptive Services is in desperate need of social workers and foster/adoptive care counselors to fill several positions.

You might not recall my name, but hopefully I can help you to remember our meeting. I participated in an interview with you in early May of 2010 for the position of **Foster Care Counselor with Little Lamb's _____ facility**.

We discussed my involvement with _____ Youth & Family Counseling Program at great length, and agreed I would be well suited for a similar position with Little Lamb as an Adoptive Care Counselor. Unfortunately, the lack of state and federal funding was reduced that month leaving you with no other choice but to put a freeze on hiring.

As you can imagine, I am thrilled to learn of Little Lamb's new foster care program, and would welcome the opportunity to meet again to pick up where we left off. For your convenience, I am attaching my resume for your review. Thank you for your reconsideration. I look forward to speaking with soon.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

LOST IN THE SHUFFLE

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Lost in the shuffle?

Dear Recipient Name,

I must have been one of the first people you spoke with about the Programmer job posting, because at the time you seemed very interested, as was I. However, when I called back you had received so many calls for the position you didn't know one from the other. That's understandable, so I hope I can stir your memory and, more importantly, your interest.

I have a solid programming and project development background in both the Windows and Macintosh worlds and have work in Web applications for 5 years now. What's even better is my hobby: my work.

You had some ideas for children's software and thought having kids would help when working on such software. You had asked if I had children and I do: a four-and-a-half-year-old daughter and a four-and-a-half-month-old daughter.

My oldest uses _____ on my Macintosh at home and double-clicks away without any assistance from my wife or myself. She has learned a great deal from "playing" with it and is already more computer literate than I ever expected. We need more software like _____ to help stir the minds of our kids.

I have attached a resume for your perusal. But in case you don't want to read all the details, here it is in short:

- I have 6 years programming and development experience in Windows.
- I have 3 years programming and development experience on the Macintosh.
- I am currently the Senior Developer for Macintosh programming here at _____ Corp.
- I have 2 years working extensively on cloud based applications

I look forward to speaking with you again, so please don't hesitate to call me, (555) 555-1234, or hit me with an email.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

NEW SKILLS

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Remember the snowstorm on Dec 23rd?

Dear Recipient Name,

We met on _____ site on December 23 in the middle of that major snowstorm, regarding opportunities for Lift Line Operators. Since then I have obtained a **CDL-B Learner's Permit with Passenger and Air-Brake endorsements.**

I am writing to reiterate my sincere interest in a **Lift Line Driver** position and hope to speak with you soon to learn what my next steps would be in order to further my candidacy. I look forward to talking with you soon.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

OVERLOOKED AT JOB FAIR, BUT NO LONGER

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Thanks for the advice

Dear Recipient Name,

Firstly, I want to thank you for the time you spent with me in a recent telephone conversation, when you suggested I re-apply for a Stevedore position.

To refresh your recall of the situation: on August 4 I attended the Stevedore Recruiting event at the Savannah Convention Center. I submitted my résumé and spoke very briefly with a representative.

In the short time I chatted with her I did my best to communicate my interest in, and qualifications for, the job. However, due to the overwhelming number of applicants there **just wasn't sufficient time to convey how qualified I really am.**

With that in mind, I have attached my résumé for your review. To summarize:

- I have an extensive history of working safely around heavy equipment.
- I am in outstanding physical condition.
- I am a very reliable and dedicated employee.
- I have received first aid, CPR, and terrorism awareness training.

This résumé is only a hint of who I am—words on paper cannot replace a personal conversation. Therefore, would you please consider my request for a face-to-face interview so that you may evaluate my qualifications, abilities, drive, and enthusiasm for yourself?

I will make myself available for any time that you can take out of your schedule. Thank you for your consideration, and I look forward to possibly meeting with you in the near future.

Sincerely,

Your Name

(555) 555-1234

Attachment: resume

RE-OPENING A REJECTED OPPORTUNITY

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: You were so right

Dear Recipient Name,

Four months ago you and I discussed an A/R job, and you were kind enough to set up meetings with _____ and _____. Shortly thereafter, as you know, I accepted a position with _____. You warned me about the issues there but I had to learn the hard way that all that glitters is not gold.

If now or at any time a similar position opens up, I would like to reopen our discussions; please put me first on your list. I've attached my resume and hope we can get together. I'll call to catch up in the next couple of days.

Sincerely,

Your Name
(555) 555-1234

Attachment: resume

SECOND PLACE, BUT NOT NEXT TIME 1

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: Community Empowerment Team Director, thank you Stephanie

Dear Recipient Name,

Thank you for the opportunity to interview for the Community Empowerment Team Director position. I genuinely appreciated the chance to discuss your vision for the CET program.

Although another candidate was ultimately selected for this important position, I was pleased to be among the short list of applicants under consideration.

I believe that my nine years' experience with the City of _____ provide me with a wealth of knowledge and expertise that can be beneficial to the City, perhaps when a similar position becomes available. I continue to be committed to the mission of the CET program, but also wish to offer myself as a candidate for other roles where my capabilities can further the objectives of the City.

Please keep me in mind if other opportunities should arise where my talents would be an asset, particularly as you move ahead with implementation of _____ program.

Thank you again for your consideration.

Sincerely,
Your Name
(555) 555-1234

SECOND PLACE, BUT NOT NEXT TIME 2

From: Your Name [Your e-mail address]
To: Recipient e-mail address
Cc:
Subject: Director of Human Resource position

Dear Recipient Name,

Congratulations on the selection of your new Director of Human Resources! I hope this new person meets your expectations and I wish you every success.

I appreciated the chance to apply for the position and am grateful for the consideration you have given me throughout this process. Although I am obviously disappointed at not being the successful candidate, I remain interested in potential opportunities with the _____. If for any reason or at any time this position opens up again, please be aware that I am still interested in the position.

In the meantime, should there be openings for support positions within the HR Department, or positions in other departments of the Town government, I would like to be considered for such opportunities. I know my organization, communication skills, and flexibility would make me an asset to the team. If you hear of other openings, either within governmental agencies or the private sector, I would be most appreciative if you could pass that information on to me.

Thank you for all your time and consideration. I look forward to speaking with you again.

Sincerely,

Your Name
(555) 555-1234

THANK-YOU LETTERS

I LANDED AND YOU HELPED

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: I landed and you helped, thanks Jack

Dear Recipient Name,

I want you to be among the first to know that my job search has come to a very successful conclusion. I have accepted the position of _____ at _____, Inc., located in _____.

I appreciate all the help and support you have provided over the last several months. It has made this awful job search process much easier for me. I look forward to staying in contact with you. Please let me know when I can be of any assistance to you in the future. Thank you.

Sincerely,

Your Name

(555) 555-1234Your Initials

SINCERE APPRECIATION

From: Your Name [Your e-mail address]

To: Recipient e-mail address

Cc:

Subject: I finally did!

Dear Recipient Name,

I am happy to tell you that I received and accepted an offer of employment just after Thanksgiving. I am now employed by _____, as a _____.

My duties include responsibility of all _____ software (General Ledger, Accounts Payable, Accounts Receivable, and Fixed Assets) for worldwide plus the first-year training of several entry-level employees. I am enjoying my new responsibility and being fully employed again.

I want to thank you for all your help the past several months not only in my search for employment but also by your understanding and friendly words of encouragement. It really meant something in some dark hours, thanks muchacho.

If there is ever anything I can do for you please call me. I hope you and your family have a wonderful holiday season and much luck and happiness in the New Year.

Most sincerely,

Your Name
(555) 555-1234

REFERENCES, ENDORSEMENTS, SALARY ATTACHMENTS

ENDORSEMENTS

Professional Performance Commentaries On Liane McDonald

(213.875.2431 • coolhand@sbcglobal.com)

From last four years of annual performance appraisal reviews

"Liane stands out in her attention to the detailed nuances of a complex operational infrastructure. Strong communication skills, tuned analytical mind and a team player."

"She proactively seeks out seminars and webinars that keep her professional awareness on the cutting edge."

"If there's a problem, Liane is always the first to step up."

"A by-the-book type of employee, professional in her dealings with vendors and employees."

"A demonstrated ability to multi-task and manage her time effectively based on departmental priorities. Unusual ability to make informed decisions on the details based on the imperatives of the big picture."

~ Elizabeth Myerson, VP Operations and immediate supervisor

From annual performance appraisal reviews at prior employer

"Liane has proved herself adept at accomplishing tasks with individuals throughout the company. She takes care to clarify issues and expectations for delegated tasks."

"Always ready to accept responsibility."

"Willing work on projects that may not lie directly in her job responsibilities, but which impact the overall productivity of the department."

"Hardworking, ethical and even-tempered"

~ Scott Driscoll, Director Operations and immediate supervisor

REFERENCES

JANE ROCKHARDT

1251 Marsh Street, Apt # 476 • Salt Lake City UT 84101
Home (801) 910-5667 • Mobile (385) 301-7842 • srprofessionalmgr@juno.com

Senior Software Architect

Solid Leadership – Software Architecture – Mobile Application Development – Internet Marketing

Professional References

Lead Software Architect 2008-Present

MOBILE APPLICATIONS, SALT LAKE UT

Designed and developed iPhone application, iLogMiles, for commercial transportation industry

Reference: James Trautman, VP

Professional Relationship—Immediate supervisor

VP Information Technology

SALT LAKE FEDERAL SAVINGS BANK, SALT LAKE UT

2003 to 2008

Led technology department and created tech strategy for bank. Technology infrastructure, including migration strategies for accounting and loan origination systems

Reference: Renee Montaigne, President

Professional Relationship—Immediate supervisor

Software Developer

MORTGAGE PORTFOLIO SERVICES, DALLAS, TX

1999 to 2003

Designed, developed & deployed mortgage lock platform using CGI and C++.

Reference: Corey Flintoff, President

Professional Relationship—Immediate supervisor

SALARY HISTORY

PAUL QUARN

98456 Patient Street, Apt # 789 • Charlotte, NC 28277
Home (704) 710-9835 • Mobile (704) 401-8745 • plantmanagementpro@earthlink.net

SENIOR OPERATIONS / PLANT MANAGEMENT PROFESSIONAL

Continuous Improvement / Lean Six Sigma / Start-Up & Turnaround Operations
Mergers & Change Management / Process & Productivity Optimization / HR / Logistics & Supply Chain

SALARY HISTORY

UNITED STATES MARINE CORPS AIR STATION, Cherry Point, NC—2008 to 2010

Chief Operations Officer / *** Training School Officer in Charge**
Salary—\$95,309

UNITED STATES MARINE CORPS AIR STATION, Futenma, Okinawa, Japan—2005 to 2008

******* Maintenance Chief—General Operations Manager / Plant Manager**
Starting Salary—\$64,484 / Ending Salary—\$97,500

UNITED STATES MARINE CORPS AIR STATION, Beaufort, SC—2001 to 2005

Plant Manager / Senior Operations Manager
Starting Salary—\$49, 507 / Ending Salary—\$64,484

UNITED STATES MARINE CORPS RECRUITING STATION, Jacksonville, FL—1998–2001

Recruiting Manager
Starting Salary—\$42,545 / Ending Salary—\$49,507

Internet Resources

Advertising, Public Relations, and Graphic Arts

www.adage.com
www.adweek.com
www.amic.com
www.creativehotlist.com
www.prweek.com
<http://www.prsa.org/JobCenter/>
<http://www.prcrossing.com/>
<http://www.talentzoo.com/>
http://hotjobs.yahoo.com/jobs-c-advertising_pr
<http://www.marketingjobs.com/>
<http://www.mediajobmarket.com/>
http://www.salary.com/careers/layouthtmls/crel_narrowbrief_SM03.html
<http://www.khake.com/page27.html>
<http://www.indeed.com/q-Graphic-Artist-jobs.html>
<http://www.bls.gov/oco/ocos090.htm>

Aerospace and Aviation

www.avcrew.com
www.avjobs.com
<http://www.nationjob.com/aviation>
<http://www.ctsinternational.com/>
<http://www.aeroindustryjobs.com/>
http://www.aia-aerospace.org/resource_center/aerospace_jobs/
<http://www.avianation.com/>
<http://www.bestaviation.net/jobs/>

Agriculture and Horticulture

www.agcareers.com
www.fishingjobs.com
www.hortjobs.com
<http://www.nationjob.com/ag>
<http://www.careerbuilder.com/Jobs/Industry/Agriculture/>
<http://www.simplyhired.com/a/jobs/list/q-agriculture>
<http://www.agriculture-jobs-online.com/>
<http://www.agriseek.com/>
<http://www.horticulturaljobs.com/>
<http://www.indeed.com/q-Horticulture-jobs.html>

Association Sites

www.ipl.org
www.weddles.com

Broadcast, Communications, and Journalism

www.b-roll.net
www.cpb.org
www.crew-net.com
www.journalismjobs.com
www.telecomcareers.net
www.womcom.org
<http://www.communicationsjobs.net/>
<http://www.makingthedifference.org/federalcareers/communications.shtml>
<http://www.indeed.com/q-Communications-jobs.html>
<http://www.simplyhired.com/a/jobs/list/q-broadcasting>

Business, Finance, and Accounting

www.accounting.com
www.bankjobs.com
www.brokerhunter.com
www.businessfinancemag.com
www.careerbank.com
www.careerjournal.com
www.cfo.com
www.financialjobs.com
www.jobsinthemoney.com
<http://www.careers-in-finance.com/>
<http://www.efinancialcareers.com/>
<http://www.indeed.com/q-Finance-jobs.html>
<http://www.simplyhired.com/a/jobs/list/q-finance>
<http://finance-jobs.theladders.com/>
<http://banking-finance.careerbuilder.com/>
<http://www.financialjobbank.com/>
<http://www.accountingjobstoday.com/>
<http://accounting.careerbuilder.com>
<http://www.careers-in-accounting.com/>
<http://www.accounttemps.com/>
<http://accounting.jobs.net/>

Career and Job Coaches

www.knockemdead.com
www.phoenixcareergroup.com
www.certifiedcareercoaches.com
www.certifiedresumewriters.com

www.careercoachinstitute.com
www.halliecrawford.com
www.ferocecoaching.com
www.abilitiesenhanced.com

Career Advice & Job Search Forums

http://www.cvtips.com/career_advice_forum/
<http://www.indeed.com/forum>
<http://www.jobseekersadvice.com/forum2/index.php>
<http://monster.prospero.com/monsterindex>
<http://forums.about.com/n/pfx/forum.aspx?webtag=ab-jobsearch>
<https://forums.careers-advice.org/>

Career Assessments

www.assessment.com
www.crgleader.com
www.careerplanning.about.com
www.analyzemycareer.com
www.careerplanner.com
www.careertest.us
www.college911.com
www.livecareer.com
www.princetonreview.com
www.rockportinstitute.com
www.self-directed-search.com

Career Choice and Management Sites

www.acinet.org
www.phoenixcareergroup.com
www.quintcareers.com
www.rileyguide.com
http://careerplanning.about.com/od/careerchoicechan/Career_Choice_or_Change.htm

Career Transition

Military Transition
www.destinygroup.com
www.corporategrey.com
www.taonline.com
<http://www.military.com/Careers/Home>
<http://www.militaryjobzone.com/>

Other Transition
www.careertransition.org
http://www.careerlab.com/art_11steps.htm

http://www.opm.gov/rif/employee_guides/career_transition.asp
<http://www.careertransitionsllc.com/>

College and Entry-Level Job Sites

www.a1education.com
www.aboutjobs.com
www.aftercollege.com
www.backdoorjobs.com
www.blackcollegian.com
www.campuscareercenter.com
www.collegecentral.com
www.collegegrad.com
www.collegejobboard.com
www.collegejournal.com
www.collegerecruiter.com
www.ednet.com
www.entryleveljobs.net
www.graduatingengineer.com
www.internshipprograms.com
www.jobpostings.net
www.jobweb.com
www.snagajob.com

College Placement and Alumni Networks

www.mcli.dist.maricopa.edu
www.utexas.edu

Construction Jobs

www.BuilderJobs.com
<http://wire.forconstructionpros.com/projects/Default.asp?UID={493D8BD5-33DA-421E-8AA8-E78B8F37B8D7}>
http://www.business.com/directory/real_estate_and_construction/commercial_construction/employment/
www.TopBuildingJobs.com
<http://construction-management.thingamajob.com/Browse-Jobs/>

Consulting Jobs

www.ConsultingCareerQuest.com
<http://hotjobs.yahoo.com/consultingjobs>
<http://www.jobsinthemoney.com/>
<http://www.globaleducationandmanagementconsulting.com/>
<http://www.mca.org.uk/mca/>
http://intjobs.org/jobsearch/category.php?drp_search=Management+consultancy
www.Glocap.com

Defense Jobs

www.ClearedConnections.com
www.defenselink.mil/sites/c.html
www.dod.jobsearch.org/

Diversity Sites

<http://janweb.icdi.wvu.edu>
www.twolingos.com/jobs/index.php
www.blackcollegian.com
www.bwni.com
www.christianjobs.com
www.diversitylink.com
www.eop.com
www.experienceworks.org
www.hirediversity.com
www.imdiversity.com
www.latpro.com
<http://www.diversitycareers.com/>
<http://www.diversityworking.com/>
<http://www.womenforhire.com/>

Education

www.aacc.nche.edu
www.academic360.com
www.academicccareers.com
www.chronicle.com
www.higheredjobs.com
www.petersons.com
www.phds.org
www.teacherjobs.com
www.ujobbank.com
<http://www.nationjob.com/education>
<http://www.educationamerica.net/>
<http://www.schoolspring.com/>
<http://www.educationjobs.com/>
<http://www.edjoin.org/>
www.wihe.com

Engineering/Process Control Jobs

<http://www.latpro.com/jobs/1464657.html>
www.asme.org
www.chemindustry.com
www.engineeringcentral.com
www.engineeringjobs.com

www.engineerjobs.com
www.enr.com
www.graduatingengineer.com
www.ieee.org
www.mepatwork.com
www.nsbe.org
www.nspe.org
<http://societyofwomenengineers.swe.org/>
<http://www.engineeringjobs.net/>
<http://engineering.careerbuilder.com/>
<http://www.engcen.com/>
<http://www.engineer.net/>
<http://www.engineer-jobs.com/>
<http://www.automation.com/sitepages/pid949.php>
<http://www.automationtechies.com/>
<http://www.redlineplc.com/Process-Control-Recruitment/>
<http://search3.jobstreet.com/searchGo.asp?site=my&by=sp&sourceid=ctryHomeJobLinks&sp=196>

Executive Jobs

www.executive.careerbuilder.com
www.exec-appointments.com
www.executivesontheweb.com/
www.netshare.com
www.6figurejobs.com
www.careerjournal.com
www.chiefmonster.com
www.execunet.com
www.theladders.com
www.ritesite.com
www.online.wsj.com/careers
www.spencerstuart.com

Entertainment, TV, and Radio

www.castingnet.com
www.eej.com
www.entertainmentcareers.net
www.showbizjobs.com
www.themeparkjobs.com
www.tvandradiojobs.com
www.tvjobs.com
<http://www.media-match.com/jobsboard.php>
<http://www.mediabistro.com/Television-jobs.html>
<http://www.indeed.com/q-Television-jobs.html>
<http://www.airtalents.com/>
<http://www.bestradiojobs.com/>
<http://www.cbsradio.com/careers/index.html>
<http://www.npr.org/about/jobs/>

<http://www.amfmjobs.com/>

Food Jobs

<http://www.foodindustryjobs.com/>

<http://www.careersinfood.com/>

<http://www.foodinfonet.com/CareerCenter/welcome2career.asp>

<http://www.blueskysearch.com/>

<http://www.rileyguide.com/hosp.html>

<http://www.chefjob.com/>

<http://www.hcareers.com/seeker/employer-profiles/seneca-gaming-niagara-falls>

http://www.canr.msu.edu/canrhome/career_fim.htm

Finance Jobs

www.accounting.com

www.bankjobs.com

www.businessfinancemag.com

www.careerbank.com

www.careerjournal.com

www.cfo.com

http://www.financialexecutives.org/eweb/startpage.aspx?site=_fei

www.financialcareers.com

www.jobsinthemoney.com

http://news.efinancialcareers.com/SALARY_SURVEY_ITEM/newsItemId-4279

Finding Companies

www.flipdog.monster.com

www.corporateinformation.com

www.zoominfo.com

www.goleads.com

www.google.com

www.infospace.com

www.searchbug.com

www.superpages.com

www.wetfeet.com

Games and Toys Jobs

www.gamejobs.com

www.gamasutra.com

www.gamesjobnews.com

www.jobsdbase.net

www.creativeheads.net/

www.bighugegames.com

www.toydirectory.com/

www.sourcetool.com

www.alibaba.com/companies/26/Toys.html

www.toy-tia.org

General Job Sites

www.flipdog.monster.com

www.hotjobs.yahoo.com

www.4jobs.com

www.americasjobbank.com

www.bestjobsusa.com

www.career.com

www.careerboard.com

www.careerbuilder.com

www.careerhunters.com

www.careermag.com

www.careers.org

www.careershop.com

www.careersite.com

www.jobcentral.com

www.employment911.com

www.employmentguide.com

www.employmentspot.com

www.job-hunt.org

www.job.com

www.jobbankusa.com

www.jobfind.com

www.jobweb.com

www.localcareers.com

www.mbjungle.com

www.monster.com

www.nationjob.com

www.net-temp.com

www.quintcareers.com

<http://www.jobs.net/>

<http://www.usajobs.gov/>

Government Affairs Jobs

(... have been found at these sites.)

www.vets4hire.com/destiny/

www.pac.org/

www.diversityworking.com/

www.abanet.org/lawlink/

www.rileyguide.com

Government & Service Jobs

www.state.gov/m/dghr/hr/
www.Government-Jobs.big.com
www.GovernmentJobSearch.com
<http://jobsearch.about.com/cs/governmentjobs1/a/foreignservice.htm>
www.afsa.org/jobs.cfm
http://www.firstgov.gov/Citizen/Topics/Education_Training.shtml
www.usajobs.opm.gov/
www.foreignserviceexamprep.com/foreign_service.html
www.publichealthjobs.com
www.publichealthjobs.net/
<http://cfusion.sph.emory.edu/PHEC/phec.cfm>
www.jobspublichealth.com/
<http://phpartners.org/jobs.html>
<http://www.bettycjung.net/Phjobs.htm>
<http://www.ccih.org/jobsearch.htm>
www.sciencecareers.org
www.HealthJobs.com
<http://www.devjobsmail.com/members/otherjobsites.html>
www.conflicttransformation.org

Headhunter Sites

<http://www.kennedyinfo.com/er/estore.html>
http://www.kennedyinfo.com/db/db_der_bas.html
<http://www.aesc.org/>
<http://www.i-recruit.com/>
www.searchfirm.com/
<http://www.executivetrumpet.com/>
<http://www.i-recruit.com/>
<http://www.recruitersnetwork.com/resources/organizations.htm>
<http://www.onlinerecruitersdirectory.com/>
<http://www.searchfirm.com/search/search.asp>
<http://www.recruitinglife.com/MemDir/SearchSpecialty.cfm?Specialty=Accounting%2Ffinance&x=30&y=3>
<http://www.recruitersdirectory.com/>
<https://www.bluesteps.com/Home.aspx>
<http://www.wallstreetoasis.com/forums/worlds-best-pe-recruiter-database-need-your-help-to-finish-it>
<http://www.executivebase.com/headhunter-database.htm>
<http://www.recruiternetworks.com/>
www.npaworldwide.com
<http://www.mrinetwork.com/>
<http://www.rhi.com/OurServices>
www.kellyservices.com
www.kornferry.com
www.manpower.com
www.napsweb.org
www.randstad.com

www.recruitersonline.com
www.rileyguide.com
www.snelling.com
www.spherion.com
www.staffingtoday.net
www.therecruiternetwork.com

Health Care

<http://allnurses.com>
www.dentsearch.com
www.healthcaresource.com
www.healthjobusa.com
www.jobscience.com
www.mdjobsite.com
www.medcareers.com
www.nurses123.com
www.nursetown.com
www.nursing-jobs.us
www.nursingcenter.com
www.nurse.com
www.physemp.com
<http://www.healthcarejobs.org/>
<http://healthcare.monster.com/>
<http://health-care.careerbuilder.com/>
<http://www.medhunting.com/>
<http://www.healthjobsusa.com/>

Higher Education Jobs

https://www.insidehighered.com/employment/dashboard/?event=ViewJobDetails&job_posting_id=44397
<http://www.ucea.edu/career/>
http://www.edref.com/school_list/united-education-institute
<http://www.google.com/search?hl=en&client=safari&rls=en&q=education+job+sites&btnG=Search>

HR Jobs

www.humanresources.about.com
<http://www.hreonline.com/HRE/about.jsp>
<http://www.hrjobs.com/>
<http://human-resources.careerbuilder.com/>
<http://www.monsterhr.com/>
www.hrjobnet.com
www.hrworld.com
www.jobs4hr.com
www.shrm.org
<http://www.humanresourcesjobs.com/>
<http://www.indeed.com/q-Human-Resources-jobs.html>

<http://www.workforcehrjobs.com/>
<http://www.nationjob.com/hr>

Insurance Jobs

www.CareerBank.com
www.greatinsurancejobs.com
www.insurancejobchannel.com/
www.nationjob.com/
www.iHireInsurance.com
<http://www.jobopenings.net/job-search/smartssearch.cgi?keywords=Insurance+jobs>
www.ultimateinsurancelinks.com

International Jobs

<http://www.jobline.net/index2.htm>
<http://www.csom.umn.edu/Page1864.aspx>
www.4icj.com
www.careerone.com.au
www.eurojobs.com
www.gojobsite.co.uk
www.jobpilot.com
www.jobserve.com
www.jobstreet.com
www.transitionsabroad.com
<http://career.berkeley.edu/Infolab/JobSitesIntl.stm>
www.ukjobsnet.co.uk
www.monster.ca
www.monster.co.uk
www.overseasjobs.com
www.reed.co.uk
www.seek.com.au
www.stepstone.com
www.topjobs.co.uk
www.totaljobs.com
www.workopolis.com
<http://www.internationaljobs.org/>
<http://www.intljobs.org/>
<http://www.monster.com/geo/siteselection.aspx>
<http://www.jobsabroad.com/>
<http://www.rileyguide.com/internat.html>

IT and MIS

www.computerjobs.com
www.computerjobsbank.com
www.dice.com
www.gjc.org
www.mactalent.com

www.techemployment.com
<http://www.itjobs.com/>
<http://www.itjobs.net/>
<http://information-technology.careerbuilder.com/>
<http://www.techcareers.com/>

Job Fairs

www.careerfairs.com
www.cfg-inc.com
www.preferredjobs.com
www.skidmore.edu
<http://www.targetedjobfairs.com/>
<http://www.collegegrad.com/jobsearch/Job-Fair-Success/>
<http://resources.monster.com/job-fairs/>
<http://www.nationalcareerfairs.com/>
http://www.employmentguide.com/browse_jobfairs.html

Job Posting Aggregators

(These great sites look at many job sites for you.)

www.simplyhired.com
www.indeed.com/
<http://www.thejobspider.com/>
www.WorkTree.com
www.JobBankUSA.com
www.JobSearchEngine.com
www.jobs.just-posted.com/
www.JobSniper.com
www.jobster.com
www.search-22.com/business_news/job_search.php

Latino Jobs

www.iHispano.com
www.latpro.com/
www.latinmba.com/
www.latinjob.org/
<http://www.transitionsabroad.com/listings/work/careers/keywebsitesprofessionalspecific.shtml>
<http://www.transitionsabroad.com/listings/work/careers/keywebsitesprofessionalspecific.shtml>
www.job-search-engine.com/keyword/latin-america-sales
www.fiercewireless.com/jobs/jobs/show/3316
<http://www.bilingual-jobs.com/>
<http://www.zonalatina.com/Zldata254.htm>

Legal Jobs

<http://legalemploy.com/>

<http://techlawadvisor.com/jobs/>
www.lawcrossings.com
<http://careers.findlaw.com/>
<http://www.lawcrossing.com/>
www.theblueline.com
www.legalstaff.com
www.law.com
www.ihirelegal.com
www.emplawyer.net.com

Marketing/Sales Jobs

<http://sales.businessdevelopment.jobs.executiveregistry.com/consumer.goods>
www.job-hunt.org/
www.vault.com
www.quintcareers.com/
<http://www.telecomcareers.net/>
<http://careers.beyond.com/>
www.ritesite.com
www.nationjob.com
<http://www.gojobs.com/>

Marketing Jobs

www.marketingpower.com
www.market10.com
www.rileyguide.com/
www.marketingjobs.com
www.nationjob.com/marketing
www.marketingpower.com (Has the AMA job board)
www.the-dma.org/jobbank
www.marketinghire.com/
www.wdfm.com/publish/marketing_jobs
www.marketing.jobs.topusajobs.com/
www.jobopenings.net/
www.jobs4sales.com/

Management Jobs

www.executive.careerbuilder.com
www.management.monster.com
www.exec-appointments.com
www.executivesontheweb.com/
www.employersdirect.com
http://salary.com/careers/layouthtmls/crel_narrowbrief_EX01.html

Management Consulting Jobs

<http://www.amcf.org/>
<http://www.imcusa.org/>
<http://www.careers-in-business.com/consulting/mc.htm>
<http://www.consultingcentral.com/>
<http://www.mcni.com/>

Manufacturing Jobs

<http://manufacturing.thingamajob.com/>
www.jobsinmfg.com/
www.ManufacturingJobs.com
www.iHireManufacturing.com
www.ManufacturingMVP.com
www.employersdirect.com

Networking Sites

www.linkedin.com
www.plaxo.com
www.ziggs.com
www.naymz.com
www.ning.com
<http://network.monster.com>
<http://socialsoftware.weblogsinc.com>
www.40plus.org
www.alumni.net
www.distinctiveweb.com
www.zoominfo.com
www.execunet.com
www.fiveoclockclub.com
www.rileyguide.com
www.ryze.com
www.tribe.net
<http://www.epernicus.com/>
<http://www.ibibo.com/>
<http://www.partnerup.com/>
<http://www.qapacity.com/>
<http://researchgate.net/>

Non-profit Jobs

www.Charity.org
www.idealist.org
www.foundationcenter.org/pnd/jobs/
www.opportunitynocs.org
www.execsearches.com

www.nonprofitcareer.com
www.sustainablebusiness.com/
www.execsearches.com
www.idealista.org
www.naswdc.org
www.nonprofitcareer.com
www.opportunityknocks.org
<http://www.nonprofitjobs.org/>
<http://www.nonprofit-jobs.org/>
<http://nonprofit.careerbuilder.com/>
<http://www.nonprofitjobscoop.org/>

Pharma and Biotech Jobs

www.eco.org
www.hirebio.com
www.medzilla.com
www.microbiologistjobs.com
www.pharmacyweek.com
<http://www.mediligence.com/>
www.biotech-register.com/
<http://www.informagen.com/>
www.lifesciencesworld.com/
http://dir.yahoo.com/Business_and_Economy/Business_to_Business/Scientific/
www.sciencejobs.com
www.biospacejobs.com
www.biogenidec.com
www.iHireBiotechnology.com

Robotics Jobs

<http://www.learnaboutrobots.com/roboticsJobs.htm>
<http://www.evolution.com/about/jobs.masn>
www.cabl.com/
www.computerjobsbank.com
www.gjc.org
www.computerwork.com
www.itfaction.com
www.ItJobsListings.com

Real Estate Development Jobs

<http://www.aecjobbank.com/>
<http://www.constructionweblinks.com>
<http://www.planetizen.com/jobs/>

Real Estate Jobs

<http://www.realestatebestjobs.com/>
<http://www.realtorboard.net/>
<http://www.realestatebestjobs.com/>
www.realtor.org
<http://www.selectleaders.com/>
<http://www.realestatejobsite.com/>
<http://www.realestatejobs.com/>
<http://www.realestatebestjobs.com/>
<http://www.ihirealestate.com/>
<http://www.careers-in-finance.com/re.htm>

Retail, Hospitality and Customer Service

www.allretailjobs.com
www.chef2chef.net
www.chefjobsnetwork.com
www.coolworks.com
www.hcareers.com
www.leisurejobs.com
www.resortjobs.com
www.restaurantrecruit.com
www.supermarketnews.com
<http://www.workinretail.com/>
<http://www.ihireretail.com/>
<http://www.hospitalityonline.com/>
<http://www.wineandhospitalityjobs.com/>
http://hotjobs.yahoo.com/jobs-c-hospitality_travel
<http://www.hoteljobresource.com/>
<http://www.customerservicejobs.com/>
<http://customer-service.jobs.net/>

Reference Checking

www.allisontaylor.com

Résumé Creation

www.Knockemdead.com
www.phoenixcareergroup.com
<http://certifiedresumewriters.com>
www.parw.com

Researching Companies

www.bls.gov
www.fuld.com

www.industrylink.com
www.quintcareers.com
www.thomasregister.com
www.vault.com
www.virtualpet.com

Salary Research

www.jobstar.org
www.salary.com
www.salaryexpert.com

Sales and Marketing

www.careermarketplace.com
www.jobs4sales.com
www.marketingjobs.com
www.marketingmanager.com
www.marketingpower.com
www.salesheads.com
www.salesjobs.com
<http://www.salesanimals.com/>
<http://www.top-sales-jobs.com/>
<http://www.salecareersonline.com/>

Science, Chemistry, Physics and Biology

www.biocareer.com
www.biospace.com
www.eco.org
www.hirebio.com
www.medzilla.com
www.microbiologistjobs.com
www.pharmacyweek.com
<http://sciencecareers.sciencemag.org/>
<http://www.sciencejobs.org/>
<http://www.newscientistjobs.com/>
<http://www.nature.com/naturejobs/>
<http://www.science-jobs.org/>
<http://scjobs.sciencemag.org/>
<http://www.newscientist.com/>
<http://science-biotech.careerbuilder.com/>
<http://jobs.phds.org/>

Tech Jobs

www.computerjobsbank.com
www.dice.com

www.gjc.org
<http://www.softwaresalesjobs.com/>
www.techies.com
www.cio.com
www.searchcio.com
<http://telecomjob.net/>
<http://jobsearchtech.about.com/od/telecomjobs/>
<http://www.telecomcareers.net/>

Telecommuting

www.homeworkers.org
www.jobs-telecommuting.com
www.tjobs.com

VC and Equity Funding

www.venturecapitalconnection.com
http://www.library.hbs.edu/databases/by_subject/private_equity.html
<http://www.businessfinance.com/>
<http://www.themaegroup.com/equitycapitalfinancingfunding.htm>
<http://www.evca.com/html/home.asp>
http://www.library.hbs.edu/databases/by_subject/private_equity.html

Miscellaneous

www.snagajob.com
www.sologig.com
www.summerjobs.com
www.topusajobs.com
www.truecareers.com
www.vault.com
www.wetfeet.com
www.worklife.com