



# WRITING LETTERS OF JOB CORRESPONDENCE OF ALL TYPES

## LETTER OF INQUIRY



This is a short letter used to obtain information about an organization & to see how your skills might fit with their particular needs. This is also great way to find information that might not be otherwise known.

## THANK YOU LETTER



1-2 days after a networking meeting or interview it is important to thank them for the opportunity. This letter serves as a way to reiterate topics that were discussed & help them remember you.

## NETWORKING LETTER

Networking is key! This letter is written to someone you DON'T know who has been referred to you by someone you DO know. It is not for applying, but merely seeking advice and/or suggestions.



## ACCEPT, DECLINE, DELAY



If you are accepting or declining a position (or asking for a delay in making this decision), a quick & direct letter is necessary. Remember to always restate the position, express your appreciation, and thank them.

## COVER LETTER

This letter is used to spark the interest of the employer & encourage them to read your resume. It is a more personalized way to draw the connection between their needs & the skills you can offer the organization.



## RECOMMENDATION INQUIRY

Choose people you are sure will recommend you favorably. Ask for their permission to use their name, confirm their contact information, pass along important position information, & always follow up with a thank you!



## LETTER WRITING

Many job/internship seekers are busy thinking about perfecting their resume but give very little thought to the letter(s) which accompany their job search. That said, the letter is often time the FIRST thing most employers see when they open your envelope or attachment and may very well be their first impression of you... so let's make it a great one!

The letter, whether it be a letter of inquiry or a thank you letter, is a great way to put a piece of you into the formality of this process. This does not mean that you should ignore all formatting or write in glitter, but we encourage you to make your letter your own. If this is a cover letter,

this will be one of the only ways you can add a personalized touch to your resume and let the employer gain a better understanding of your skills and excitement.

While many of the documents you send will be transmitted electronically, you should still write a letter using a standard business format, which you can save as a PDF and attach it to your email. There are many examples of these letters in the CIAC as well as online, just make sure you are choosing something that feels fitting to you as well as that particular organization.

Finally, technology can make this process incredibly easy, but it can also be your letter-writing downfall. Cutting and pasting is an easy way to produce multiple letters quickly, but make sure you take the time to double check the personalizations. Are the names of organizations, people, positions, and addresses are correct? Carefully proofreading each letter will make sure that this is time well spent!

The Center for Integrated Advising and Careers is happy to proofread your letters!

The hardest part is getting started...

Try speaking aloud or recording what you would say to whomever you're writing to, then typing what you said. Your writing will flow conversationally, and you can revise for formality later.

Your Name  
Your Address

The date on which you submit your cover letter

(Dr./Mr./Ms.) First & Last Name of person who will be reviewing your application  
Person's job title  
Name of organization  
Organization's address

**Don't know their name?**

**You can write "Dear Hiring Manager:" or "To Whom It May Concern:" instead.**

Dear (Dr./Mr./Ms.) First Name Last Name:

It is best if you can start with a sentence that expresses your interest and enthusiasm for the organization and/or the position for which you are applying. Then mention some strengths or experiences you have that make you a great candidate for this position. If someone recommended you or suggested you apply for this position, and/or there are specific reasons why you are excited about this organization, do not be shy—state this. This opening paragraph is a perfect place to mention something that has impressed you about this organization (e.g., something you read on their website or in a recent news article). This shows that you have done your research.

The middle paragraph (or two) should focus on the skills and experiences you have that are most relevant to the job for which you are applying. (Hint: it is a good idea to use some of the words and phrases that appear in the job posting/position description.) Be specific—describe how you have applied your skills previously and what you accomplished/contributed in your previous experiences. Next, state how you look forward to using these skills and strengths to help this organization. Keep each paragraph between 4 and 8 lines to prevent the reader from becoming overwhelmed. Make sure not to repeat your resume—expand on your experiences and skills.

In your last paragraph, write about what you would like to happen next (i.e. an interview or opportunity to talk about this position further). Provide information for how you can be reached, whether it is by email, phone number, or both (include this information in this sentence). Unless the job posting specifically states not to, you can write that you plan to follow up in a week or two via phone or email. Thank them for their time and consideration. Make sure that your cover letter is no longer than a page.

Sincerely,

Your name signed here in black ink (if turning in hard copy)

**Submitting digitally? Don't worry about signing your name.**

Your name typed here



# COVER LETTER RUBRIC



**Warren Wilson  
COLLEGE**

## COVER LETTER LEARNING OUTCOMES:

- Produce a compelling cover letter that summarizes interest and qualifications for a targeted position in a particular organization.
- Demonstrate writing competency, which follows accepted writing conventions for the cover letter genre.

	1-Needs Improvement	3-Average	5-Effective	Comments
<b>Presentation and Format</b> Visually appealing, proper grammar and spelling, and standardized cover letter format	<input type="checkbox"/> Does not use business letter format <input type="checkbox"/> Letter is not addressed properly <input type="checkbox"/> Letter's header does not match resume's header <input type="checkbox"/> Does not use appropriate language/grammar for the position <input type="checkbox"/> Multiple grammatical and/or spelling errors <input type="checkbox"/> Visually unappealing	<input type="checkbox"/> Uses business letter format, but elements are incorrect with date and/or employer address and signature/address sections <input type="checkbox"/> Uses a greeting and addresses a person, but some elements need editing <input type="checkbox"/> Name and contact information are included in header, but header does not match the resume <input type="checkbox"/> Some of the language and grammar is inappropriate for the position and needs editing <input type="checkbox"/> A few errors <input type="checkbox"/> Some parts are visually appealing, but other parts can be enhanced	<input type="checkbox"/> Uses correct business letter format with date and employer address at the top and job seeker signature/address at the bottom <input type="checkbox"/> Uses an appropriate greeting and addresses the correct person and department <input type="checkbox"/> Header matches resume and includes name and contact information <input type="checkbox"/> Uses appropriate language and grammar for the position <input type="checkbox"/> Error free <input type="checkbox"/> Visually appealing	
<b>Opening Paragraph</b> Why you are writing and why the organization should take interest in you	<input type="checkbox"/> Does not identify position, organization and purpose for writing <input type="checkbox"/> Does not describe interest in, and brief qualifications for, position and/or organization being targeted <input type="checkbox"/> Does not use transition sentence to introduce second paragraph	<input type="checkbox"/> Vague in describing position, organization and/or purpose for writing <input type="checkbox"/> Inadequately describes interest in, and brief qualifications for, position and/or organization being pursued <input type="checkbox"/> Weak transition into second paragraph	<input type="checkbox"/> Identifies positions, organization and purpose for writing <input type="checkbox"/> Describes interest in, and brief qualifications for, position and organization being pursued <input type="checkbox"/> Uses a transition sentence to effectively introduce second paragraph	
<b>Middle Paragraph(s)</b> Present relevant qualifications, experience and skills related to the position/organizations	<input type="checkbox"/> Does not describe ways to contribute to the position/organization based on relevant experience and qualifications <input type="checkbox"/> Does not illustrate contributions referenced in opening paragraph in a relevant and/or measurable way	<input type="checkbox"/> Inadequately describes one to three ways to contribute to the position/organization based on relevant experience and qualifications <input type="checkbox"/> Illustrations of contributions referenced in opening paragraph are not relevant enough or measurable enough	<input type="checkbox"/> Describes two to three ways to contribute to the position/organization based on relevant experience and qualifications <input type="checkbox"/> Illustrates—using examples—relevant, measurable contributions to organizations referenced in opening paragraph	
<b>Closing Paragraph</b> Wrap-up/action	<input type="checkbox"/> Does not thank reader <input type="checkbox"/> Does not express interest in a meeting or conversation	<input type="checkbox"/> Thank you statement and/or expression of interest for a meeting or conversation needs editing	<input type="checkbox"/> Thanks reader for considering him/her <input type="checkbox"/> Expresses interest in a meeting or conversation	

This rubric was created using guidelines from the NACE (National Association of Colleges and Employers) community. NACE is a consortium of more than 3,000 university relations, recruiting professionals and business affiliates. It is the leading source of information on the employment of the college educated, and forecasts hiring and trends in the job market; tracks starting salaries, recruiting and hiring practices, and student attitudes and outcomes; and identifies best practices and benchmarks.

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