

# CAREER Services

3640 Colonel Glenn Hwy. ♦ Wright State University ♦ Dayton, OH 45435-0001 ♦ Campus Location: E 334 Student Union  
(937) 775-2556 ♦ FAX (937) 775-3381 ♦ WEB: <http://career.wright.edu>

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## COMPONENTS OF A COVER LETTER

Your Address  
City, State Zip  
Date

Name  
Title of Interviewer  
Company Name  
Address  
City, State Zip

Dear Mr./Ms. Last Name:

The opening paragraph should arouse the interest of the employer. State why you are writing and give information to show your interest in this specific organization. If it is a letter of application, name the position for which you are applying and how you heard of it.

The middle paragraphs should create a desire on the part of the employer to know more about you. Explain why you are interested in working for this employer. Point out your achievements or qualifications in this field, especially those that meet the job requirements.

Refer the reader to your general qualifications on your enclosed resume. Highlight important points from your resume. Also highlight points that will be of particular interest to this specific organization.

The closing paragraph should pave the way for the interview by asking for an appointment, by offering to call the employer in the near future or by making some similar suggestion to facilitate an immediate and favorable reply.

Sincerely,

(Sign Here)

Your Name Typed

Enclosure(s) (include if appropriate)

## SAMPLE COVER LETTER

3640 Colonel Glenn Hwy.  
Dayton, OH 45435  
September 30, 2002

Mr. Steve Barrons  
Executive Vice President  
ABC Corporation  
954 Wright Blvd.  
Dayton, OH 45435

Dear Mr. Barrons:

I am applying for the sales representative position recently advertised in The New York Times. The skills I have developed from my work experience and academic background support my strong interest in a sales career.

As you can see from my resume, the internship I had with XYZ Corporation provided an opportunity for me to gain practical experience with account maintenance and cold-calling new accounts. In addition, I have worked as a waiter for the past four years, learning firsthand how to effectively deal with customers and their demands. I have been formally commended by the management several times, being named "Employee of the Month."

Since I decided to pursue a sales career, ABC Corporation has been at the top of my list of prospective employers. The strides your company has taken in the computer software market, namely the development of packages for use by pharmacies and hospitals, makes ABC a leader in the industry.

I would very much like an opportunity to speak with you regarding the sales representative position. To discuss my qualifications for the position I will call you late next week, or you can reach me in the meantime at (937) 555-0000.

Sincerely,

James R. Wolfe

Enclosure

## COMPONENTS OF A THANK YOU LETTER

Your Address  
City, State Zip  
Date

Name and Title of Interviewer  
Address  
City, State ZIP

Dear Mr./Ms. Last Name:

Thank you for the interview on (date) at (location or university). I am very interested in the (position, kind of work) and hope that the interest is mutual.

I am enthusiastic about the prospect of joining your organization. (Describe what about the organization is sparking your interest). My (name your background, skills, or education emphasis) would enable me to make the transition to a position in your firm with relative ease.

OPTIONAL PARAGRAPH:

Enclosed is (anything which would strengthen your candidacy for the position). (Tell why you are enclosing this item and how it relates).

If you have any questions, I would be glad to answer them and can be reached at (area code/phone number). I look forward to the opportunity to discuss further (name opportunities) at (name of employer).

Sincerely,

Your Name Typed

Enclosure(s) (include if appropriate)

## SAMPLE THANK YOU LETTER

3640 Colonel Glenn Hwy  
Dayton, OH 45435  
November 5, 2000

Ms. Ann Kim  
Executive Vice President  
Worldwide Automation & Control, Inc.  
1122 Main Street  
Bridgeport, CT 06606

Dear Ms. Kim:

Thank you for taking the time to interview me at Wright State University on October 31. I enjoyed talking with you and learning about the mechanical design position with Worldwide Automation & Control, Inc.

As you recall from our interview, I have had experience as an intern with Honeywell IAC. I have also taken advanced classes in material engineering at Wright State University. I greatly enjoy this career field and wish to apply my interest and knowledge to Worldwide Automation & Control.

Again, thank you for the opportunity to interview with you. I look forward to speaking with you again soon.

Sincerely,

Anthony Jones