

Cover Letter Guide

Make Your Cover Letters Work for You

Have you heard that cover letters aren't important?
That employers ignore them to focus on the resume?

Don't believe a word of it!

A GOOD COVER LETTER IS ESSENTIAL!!

HOW IMPORTANT IS A COVER LETTER?

A nationwide survey by Accountemps found that 60% of executives believe the cover letter is either, as important as or, more critical, than the resume.

A cover letter allows you to direct the reader's attention to aspects of your resume that are most relevant, demonstrate your knowledge of the company you're writing to and express your interest and enthusiasm for the position.

THE BASICS

- Highlight your skills, experience and accomplishments without reiterating your resume.
- Indicate your understanding of the position and the organization.
- Demonstrate why you are an excellent candidate – don't be afraid to brag a little, your competition will.
- Stimulate interest and convince the recruiter to further read your resume.

THE MECHANICS

- Keep it to one page and no more than four paragraphs.
- Customize each cover letter - tailor it to the position you are applying for.
- Avoid using "To Whom It May Concern". Try to find a name but if not, use Recruiting Manager, Selection Committee etc.
- If you know someone within the organization, name your referral in the opening paragraph.
- EDIT, EDIT, EDIT...check for spelling, punctuation, proper grammar and typos.

The Framework

The 3 most likely circumstances that will cause you to write to an organization are:

- You are applying for a posted position.
- You want to market yourself and your skills to a desired organization even though they may not currently have a position posted.
- You are asking a networking contact to meet with you so you can gather information on the organization, industry or profession.

Always Customize Your Cover Letter - 48% of hiring managers say they automatically dismiss a resume or cover letter that is not customized. Managers can smell a mass mailing a mile away, especially when the resume includes irrelevant past jobs and the cover letter begins with "Dear Human Resources Department." Sending a generic resume and cover letter to 200 companies screams, "I'm lazy!"

OPENING STATEMENTS FOR DIFFERENT OCCASIONS

APPLYING TO A JOB ON THE INTERNET

While researching your organization on the internet I came across your job posting for a Management Trainee in your Calgary office. I am very interested in applying for this position and have attached a copy of my resume and transcript. Upon graduation from the University of Manitoba I intend to relocate to the Calgary area.

AFTER A MOCK INTERVIEW

We originally met at a mock interview last fall at the I.H. Asper School of Business where you indicated that you would be looking for a summer student within your organization for a role in the Marketing Department. After researching your organization and speaking with you, I am very interested in applying for this summer opportunity and have enclosed a copy of my resume for review.

AFTER A CAREER FAIR

Thank you for taking the time to meet with me at the Career Fair at the University of Manitoba yesterday. I appreciate your time and attention in the midst of seeing so many students. You were extremely thorough in explaining Standard Aero's customer needs and marketing trainee program. Now that I have a better idea of what the position entails, I am committed to becoming an integral member of your team at Standard Aero.

AFTER THE BUSINESS BANQUET

Recently, I had the opportunity to meet Hugh Jones from General Mills at the Commerce Business Banquet. Although we only spoke briefly, I was able to learn quite a bit about your organization and the types of opportunities you offer graduates. After hearing specifically about the Management Development program and speaking to Jane Austin, a recent graduate, I knew that General Mills was clearly a company where I could pursue a challenging and rewarding career.

I will be graduating from the Bachelor of Commerce (Honours) program in May with a double major in Marketing and International Business.

REFERRAL

Dr. Robert Green of the University of Manitoba suggested that I contact you to inquire about possible opportunities as an articling CA student with your firm. I will be graduating with a Bachelor of Commerce Degree majoring in Accounting.

ADDITIONAL OPENING STATEMENTS

I am very interested in applying for the position of Management Trainee that was advertised at the Asper School of Business Career Services Centre. I believe this to be an exciting and challenging opportunity that is an excellent match to my education, skills and career interests and I would like to contribute to Great West Life's continuing success.

I was excited to see the posting for an accounting trainee advertised at the Career Development Centre. I am currently completing a Bachelor of Commerce (Honours) Degree majoring in accounting at the Asper School of Business. I am well aware of your organization's well-respected reputation and your new expansion initiatives. My past work experience, education and knowledge of your organization would allow me to make a valuable contribution to Cargill.

I was recently reading an article on your organization in Manitoba Business Magazine and was impressed by your enormous growth and success in Canada's hotel and hospitality business. The entrepreneurial drive of your organization in an industry with unlimited growth potential is exactly the type of company that I would be very interested in being a part of.

I will be completing a Bachelor of Commerce (Honours) Degree in April with a focus on marketing and international business from the University of Manitoba. Throughout my education, I had the opportunity to gain valuable work experience in the field of marketing and in the retail cosmetics industry. My previous employers can attest that I am a fast learner, very motivated and extremely capable in taking on many tasks.

As you will see on my resume I have gained practical hands on experience through my summer employment in the financial services industry and through stock trading simulations with the annual Commerce Stock Market Challenge where I placed 3rd overall.

I enjoyed speaking with you at the recent Commerce Business Banquet and was very interested in the potential summer internship opportunities in marketing that your organization offers. My marketing background and strong interest in the telecommunications industry will enable me to make a genuine contribution to MTS.

As a highly qualified, bilingual individual with solid work experience, I am applying for a marketing internship position with L'Oreal International. My strong communication, analytical and interpersonal skills combined with my education in marketing and international business make me an excellent candidate.

I believe that I could make an excellent contribution to Kodak Corporation. I will be in the Toronto area August 14th – 28th and would welcome the opportunity to meet with you to further discuss this position and the contribution that I could make.

As a sales associate in a retail store, I successfully handled customers' needs every day. To succeed, I had to be a patient and diplomatic problem-solver. Because the same kinds of patience and creative problem solving are required of human resources managers, I am confident I will be an effective addition to your human resources management team.

The office assistant job I have held the past two summers throughout university demanded a high degree of organization and attention to detail. My former employer can affirm that I am fully capable of applying these important skills at your accounting firm. My experience also taught me the importance of fitting into the office culture, and I stand ready to become a contributing member of your team.

Through my involvement organizing the annual commerce business banquet, I certainly know the importance of good time management and organizational skills. I've gained these skills, along with exemplary leadership, communications and problem solving abilities that would contribute to our mutual success in your management trainee program.

My experience as a bank teller for the past two years has provided me with the opportunity to learn as much as possible about personal finance and the financial services industry, while simultaneously honing the "people skills" that are crucial to succeed as a manager in training.

My work experience as a telephone customer service representative required me to communicate with a diverse group of people, some of whom represented difficult challenges. This experience allowed me to refine my communication skills to the point where I was nearly always able to smooth ruffled feathers, solve problems, and provide satisfaction to customers. These are exactly the skills that are vital to an effective product representative, and I am eager to apply my talents at your company.

I believe my extensive management and sales experience make me an excellent candidate for this sales position. As an assistant manager of a retail-clothing store for the past year and a half, I successfully motivated sales staff, controlled cash flow, and developed merchandising plans. I coordinated an advertising campaign, which contributed to a sales increase of 20% in my first year. I demonstrated exceptional salesmanship and the ability to establish excellent client relationships.

I'm writing in response to the job advertisement at the Career Development Centre at the Asper School of Business where you outlined opportunities in your product development divisions. Thanks to recent articles in the Globe and Mail and the National Post, I am well aware of the reputation you've earned as a customer-responsive consumer products company here in Canada. The prospect of joining such a dynamic company makes me particularly interested in pursuing this exciting opportunity. I believe that I would bring a strong foundation in marketing, energy and enthusiasm, and a strong work ethic to your team.

MIDDLE PARAGRAPH STATEMENTS

I have developed strong organizational and time management skills through my work with various charities and executive roles within the Commerce Students Association. My leadership roles within the organization provided me with the opportunity to work creatively within a team setting while learning new skills.

My previous summer jobs have helped me develop several skills, which would be useful in this position. In my position at Adecco, I supervised project workers, improving both my leadership abilities and problem solving skills. I have gained marketing experience by designing promotional strategies for several large social functions hosted by our student marketing association. I have developed strong communication skills through my previous employment as well as participating in class presentations in many of my classes.

Working at the Parks and Services Branch of the City of Winnipeg as a marketing and promotions assistant provided me with the opportunity to research, develop and implement a marketing strategy to increase awareness of local community programs and activities throughout the city. This experience taught me the value of working within a team while at the same time taking on a leadership role in specific areas where I was given the responsibility for managing specific areas of the marketing campaign. During this 6-month term position, there was an increase in course registrations by 10% over the previous year, which was attributed to the success of the marketing campaign.

I am a determined hard worker who has the capability to work individually or within a team setting. I am a quick learner who enjoys taking on new challenges and learning new skills.

My part time position as a computer-lab assistant at the University of Manitoba involved developing solid knowledge of the technology within the labs, the ability to teach that technology to fellow students, and the skills to assist those who had difficulties with the software and hardware.

CLOSING STATEMENTS

I am confident that my experience and enthusiasm for quality financial accounting would be a profitable addition to your organization. Should you require any additional information, I can be contacted at 252-9856. Thank you for your time and consideration.

I would welcome an interview to discuss the background I've outlined on the enclosed resume. Understanding the distance between us, perhaps we could arrange a telephone interview to further discuss the position. I am available on my cell phone on most occasions at 204-458-9856. If I do not answer, please leave a message on my machine and I will return your call within 24 hours. Thank you for your time and interest.

I am excited about the prospect of joining _____. I will follow up with you during the week of February 15 – 20 to answer any questions you may have about me qualifications. I am looking forward to a chance to meet with you to discuss how I can contribute to your successful team. Thank you in advance for your kind consideration.

I look forward to contributing to a dynamic, growing organization like _____. I will call within the next week to answer any questions you may have and discuss the position in more detail. Thank you for your time.

RESPONSE TO A POSTED ADVERTISEMENT

- Highlight all soft and hard skills required by the company
- Only address salary preference if requested, phrasing it in a \$5000 salary range so you don't limit your opportunities. Make sure to research average salaries for this position – see the CDC for more info.
- Be sure to tailor your letter to the specific job requirements outlined in the ad.

Elements to include when applying for a specific job

Dear Mr. Jacobs,

I am sending you my resume in response to the advertisement you placed in last week's edition of The Winnipeg Free Press for the position of Public Relations Trainee (reference number FR391).

I will be graduating this spring from the University of Manitoba with a Bachelor of Commerce (Honours) Degree. My experience as captain of the school's intercollegiate hockey team has taught me outstanding communication and interpersonal skills. It has also given me an opportunity to deal extensively with the media. Throughout my years at school, in addition to my involvement in sports, I have held a part time position at a retail store. As proof of my discipline and organizational abilities, I have been able to work thirty hours each week and still maintain good grades.

I am interested in beginning my career in the communications industry, in the field of public relations and I feel my experience, energy and enthusiasm would enable me to make an excellent contribution at Communication Canada Inc.

I look forward to the opportunity to speak with you further. Thank you for your consideration.

Sincerely,

First paragraph

- refer to specific position and how you learned about it
- if there is a reference/job number, use it

Second paragraph

- tie your qualifications to the position being filled
- indicate why you're right for the job
- show some knowledge of the organization/job and how you can contribute

Third paragraph

- request an interview
- thank recruiter for the time and consideration of the application

***NOTE** - You can also add an additional paragraph that highlights your achievements if you haven't done that in the second paragraph.

COVER LETTER SAMPLES FOR POSTED ADVERTISEMENTS

Morris Green

248 School Road, Winnipeg, MB R3Y 8T6 (204) 568-9856 mgreen@cc.umanitoba.ca

September 30, 2008

Ms. Jennifer Brown
Human Resources
Maple Leaf Foods International
c/o Career Development Centre, Room 254 Drake Centre

Dear Ms. Brown:

I will be graduating in April 2008 with a Bachelor of Commerce (Honours) Degree majoring in Marketing and Management Information Systems, and the opportunity to work in a organization that promotes long-term career potential as described in the Management Trainee position is very interesting to me. In addition to my academic credentials I offer:

- A reputation as both a leader and team player who can mobilize others and instill enthusiasm to achieve common goals.
- Experience in running both a small business and working for a small business.
- Hands-on practical experience in the automotive, aerospace and financial services sectors, which are highly competitive and customer service focused.
- An excellent foundation in marketing, sales and customer service gained from participating in projects related to increasing market share and improving sales.
- A highly self-motivated approach with a strong commitment to meeting and exceeding expectations and standards of performance.
- Strong relationship building skills, combined with an understanding of the importance of meeting the needs of both external and internal customers.

Ms. Brown, I am energetic, enthusiastic, and thrive on challenging situations. I know that I could make an excellent contribution to Maple Leaf Foods International, and that I would quickly become a valuable member of the team. In return, I know that I would be given significant opportunities to learn and reach my full potential in a changing, dynamic environment. I look forward to discussing your programs with you, and thank you for your consideration.

Sincerely

Morris Green

Jane Patterson

801 – 123 Scott Drive Winnipeg MB R3N 1E0
(204) 458-9856
Jane.Patterson@yahoo.ca

May 28, 2008

Ms. Diane Johannson
Director of Marketing
International Division
Abacus Company

Dear Ms. Johannson,

Please consider this letter and enclosed resume as application for a marketing position in your Canadian division. As a recent Commerce graduate, with a marketing major, the opportunity to work within your marketing department is very exciting. My university grades show an understanding of the theory and fundamentals of management and my marketing grades show a keen interest and aptitude for this specific type of career.

I have experience with both marketing and management. I obtained marketing experience while working at the Human Resource Centre for Students. In this position I was responsible for promoting the Centre within the community through advertising, event planning and personal contact with employers. I was also very involved in marketing through a well-established student group in the Faculty of Management. As Associate Director of the Manitoba International Marketing Competition, I organized and planned a university level competition involving students from around the world. I negotiated an agreement with a hotel, planned all social events and delegated tasks to a committee of 8 key members. This competition is a high profile event funded in part by the Manitoba business community, and consisting of over 100 participants.

I am also experienced in various other aspects of management. I was a manager at a McDonald's Restaurant for five years, and was responsible for the effective operation of the restaurant, and the control of staff and production. My management experience also extends to counseling and mediation. As Resident Assistant at the University of Manitoba, I planned activities for 12 residents, recognized potential problems, and provided guidance and support.

Ms. Johannson, I am energetic, enthusiastic and thrive in challenging situations. I know that I could make an excellent contribution to Abacus Company and that I would quickly become a valuable member of the marketing team. I sincerely look forward to discussing this opportunity with you in person.

Sincerely

Jane Patterson

Enclosure

CAREER OPPORTUNITY

Faculty of Management Career Services Centre
University of Manitoba (204) 474-6596

Company: Investors Group Inc.
Position: Financial Analyst
Contact:

Type: Summer
Location: Winnipeg, MB

Posted: Tuesday, November 10, 2006
Application Deadline Date: Friday, November 20, 2006

Description: The Finance Division is responsible for preparing, analyzing and communicating financial and operational information. This position is responsible for providing financial analysis, budgeting and consulting that supports all business divisions and strategic initiatives.

Duties Include :

- Providing support to management and/or analysts in preparation of budgets, financial reports and expense review.
- Working closely with Marketing and Sales to study current or proposed product profitability and analysis of fixed and variable costs.
- Analyzing costs and benefits of initiatives for all business divisions.
- Applying financial techniques and PC software to perform financial analysis on projects.
- Support the design and building of presentations, including charts, schedules and flow diagrams using Excel, Word, Visio, PowerPoint and Harvard Graphics.

Qualifications:

- 2nd or 3rd year Commerce with an emphasis in finance.
- Knowledge of accounting, statistics and corporate finance.
- Hands-on experience with Excel; working knowledge of Harvard Graphics, PowerPoint and databases.
- Ability to communicate effectively both verbally and in writing.
- Strong analytical abilities and interpersonal skills.

Education Rec'd: Bachelor of Commerce (Honours) students are encouraged to apply.

Materials Req'd: Interested students should submit a cover letter and resume by the above mentioned deadline date directly to:

Investors Group
Human Resources Department
One Canada Place
447 Portage Avenue
Winnipeg, MB R3C 3B6

Grant Wray

289 Greenmeadow Drive
Winnipeg, MB R3N 97Y
(204) 458-9856 E-mail: gwray@cc.umanitoba.ca

November 12, 2006

Investors Group
Human Resources Department
One Canada Centre
447 Portage Avenue
Winnipeg, Manitoba R3C 3B6

Re: Financial Analyst (Summer) Position

Enclosed is my resume in response to your need for a Financial Analyst (Summer), which I saw, posted at the University of Manitoba's Asper School of Business. I expect to graduate in May 2007 with a Bachelor of Commerce (Honours) Degree majoring in Finance and Accounting, and I was very excited to learn about this opportunity to apply my theoretical knowledge in a practical setting.

In addition to my academic qualifications, I offer:

- Experience working with data-bases using Access as well as a high comfort level with Microsoft packages
- Excellent communication and interpersonal skills gained from successful part-time experience as a Brokers Assistant
- Well-developed analytical skills with a natural ability to pay attention to detail and to effectively synthesize information

I am known as a team player that puts in whatever effort is necessary to accomplish goals. In addition, I have received several academic awards, which is a further testament to my work ethic and my determination. My experience working as a Brokers Assistant for ABC Company also gave me the opportunity to interact with members of the Sales and Marketing team and to appreciate the importance of providing timely, accurate information to support their work.

I would like to meet with you to expand on my qualifications and to discuss how I can contribute to Investors Group this summer. Thank you for your consideration.

Sincerely

Grant Wray

CAREER OPPORTUNITY

Faculty of Management Career Services Centre
University of Manitoba (204) 474-6596

Company: UGG
Position: Management Development Program
Contact: Ms. Jane Doe
Staffing Officer
Posted: Monday, September 28, 2006
Application Deadline Date: Applications will be accepted on an ongoing basis until March 31, 2006

Description: If this describes you...
You have recently obtained (or will graduate in 2006 with) an Agriculture or Business degree/diploma
You are seeking a career in the agriculture industry
You want to gain hands-on experience to achieve your career goals
You have a "customer oriented approach"
You are willing to relocate
.....then our Program may interest you.

The Company

UGG is one of Western Canada's largest agri-business firms. Founded in 1906, UGG has diversified into grain merchandising services, crop input marketing and distribution, livestock production services and farm business communications. UGG manages the flow of grains and oilseeds from farm gates to end users through a network of 152 rural elevators and four port terminals.

The Program

Through the Management Development Program, UGG will select a group of students to train as key employees to contribute to our future success. This opportunity will be available only to those students who show potential and initiative. The successful students will want to learn about, and will be willing to work in, various areas of our Company. The selected students will have recently obtained (or will graduate in 2006 with) an Agriculture or Business degree/diploma from a recognized educational institution.

Education Rec'd: Bachelor of Commerce (Honours) students in their final year of study and alumni are encouraged to apply.

Materials Req'd: Interested candidates should submit a resume, cover letter and transcript directly to:
Ms. Jane Doe
UGG Staffing
Box 6600, 28th Floor, TD Centre
201 Portage Avenue, Winnipeg, MB R3C 3A7

Kim Laroux

206-620 Westbourne Avenue
Winnipeg, Manitoba R3L 2G9
E-mail: kim_laroux@hotmail.com
Mobile: (204) 555-5208 Work: (204) 555-6598

September 28, 2005

Ms. Jane Doe
UGG Staffing
Box 6000, 28th Floor TD Centre
201 Portage Avenue
Winnipeg, MB R3C 3A7

Dear Ms. Doe

Congratulations on your company's 100th birthday! I was very excited to learn of your Management Development Program through the posting at the Faculty of Management's Career Services Centre on Monday, September 28, 2005. The opportunity you have described is of great interest to me as I will be completing my Business degree in April 2006 and I have a strong interest in the agricultural sector, having been raised on a farm in rural Manitoba.

For your easy reference, I have highlighted my particular qualifications as they relate to the requirements you have listed:

- | <u>Your requirements</u> | <u>My qualifications</u> |
|--|--|
| <ul style="list-style-type: none">• Customer oriented approach | <ul style="list-style-type: none">• Experience in the restaurant industry with formal training in customer service; appreciate the importance of meeting and exceeding customer expectations |
| <ul style="list-style-type: none">• Must show potential | <ul style="list-style-type: none">• High academic achievements combined with 2 promotions from my present employment within an 18 month period |
| <ul style="list-style-type: none">• Must show initiative | <ul style="list-style-type: none">• Experience identifying ways to improve work processes and reduce errors |
| <ul style="list-style-type: none">• Willing to learn and work in different areas | <ul style="list-style-type: none">• Recognized for being flexible and adaptable and taking on additional responsibilities to assist other departments during peak periods |

In addition to the above qualifications, I have been able to develop my teamwork and leadership skills through my involvement in extra-curricular activities. For example, as a member of the intra-mural volleyball team and through involvement in group-based academic projects, I have learned the value of working together to achieve group and team goals. I have also served as the president of a local youth group, which coordinated activities for inner-city children. This experience gave me the opportunity to provide leadership to a group of peers as well as to others who viewed me as a role model and mentor.

Ms. Doe, I am confident that I could make an excellent contribution to the Management Development Program and UGG's continuing success. Can we meet to discuss this opportunity? Thank you for your consideration.

Sincerely,

Kim Laroux

Julie Grant

212 Bartlet Road Winnipeg, Manitoba R4K 9Z8 (204) 248-2384 jgrant@home.com

January 26, 2006

TransX Ltd.
Attention: Rob Perron
c/o The Career Services Centre
Room 144 Drake Centre

Re: Manager in Training (M.I.S. major)

Dear Mr. Perron

Your advertisement for the position of Manager in Training position in the I.H. Asper School of Business Career Services Centre was of immediate interest to me. I attended the TransX Information Session and was very impressed with the continued success of TransX Ltd. and the rate at which the company is growing.

I will be completing my Bachelor of Commerce (Honours) degree with a major in Management Information Systems in the spring and the opportunity to be a member of your M.I.S. team is very exciting. I have taken many management courses involving class participation, group work, and presentations. These courses combined with my volunteer work and customer service experience have given me the interpersonal and verbal communication skills necessary to function as a contributing member of your team. Also, as proof of my organizational skills and ability to meet goals, I have been able to juggle school with a part time job and a volunteer position while maintaining an above average GPA.

I believe my business education and work experience coupled with my enthusiasm and eagerness to learn makes me an excellent candidate for the Manager in Training position. I am confident that upon meeting and further discussing your company's goals and my qualifications, you will agree that we are a match.

I can be reached at the above address and phone number. Thank you for your consideration.

Sincerely,

Julie Grant

Enclosure

TOM BLACK
128 Westwood Blvd.
Winnipeg, MB R3L 9H7
(204) 487-9852

September 4, 2007

Mr. Blake Grant
PricewaterhouseCoopers
375 Broadway Ave
Winnipeg MB R3T 7Y4

Dear Mr. Grant

I was very excited to see the posting for CA student advertised at the Asper School of Business Career Services Centre. My educational and background in accounting as well as my related skills match qualifications necessary to become a successful Chartered Accountant.

I will be graduating from the University of Manitoba with a Bachelor of Commerce (Honours) degree majoring in Accounting and Finance in May 2006. I have been very interested in pursuing a career in accounting since I took my first Introductory Accounting course in high school. I thoroughly enjoyed this course and knew that I wanted to become a Chartered Accountant.

During the past two summers I had the opportunity to gain experience in the accounting field where I worked as an Accounting Clerk and a Bookkeeper. I prepared numerous invoices, assisted with administering payroll, received and processed payments, and reconciled various accounts.

I am a determined hard worker with the ability to work well both individually as well as in team settings with little supervision or guidance. I am known for being enthusiastic and taking on new challenges where I can learn new skills and meet new people. I have strong interpersonal and communication skills, which I have developed through my active involvement with the Commerce Students Association. I am very well organized with excellent time management skills, which I have used to balance two part time jobs while attending university full time.

I am confident that I have the knowledge, educational background, drive and enthusiasm to become a successful Chartered Accountant. Thank you for your time and consideration and I hope to hear from you soon.

Sincerely

Tom Black

Colin Thomas

1652 Beacon Street~ Winnipeg ~ Manitoba ~ R2M 8K3

Phone: Home: (204) 555-2387 ~ Cell: (204) 555-1859

E: mail: colin_Thomas@yahoo.ca

March 3, 2007

Mr. George Jacobs
Director of Human Resources
Communication Canada Inc.
1300 River St. W.
Winnipeg, Manitoba
R7B 4H2

Dear Mr. Jacobs

I am sending you my résumé in response to the advertisement you placed in last week's edition of The Winnipeg Free Press for the position of Public Relations Trainee (reference number FR391).

I will be graduating this spring from the University of Manitoba with a Bachelor of Commerce (Honours) Degree. My experience as captain of the school's intercollegiate hockey team has taught me outstanding communication and interpersonal skills. It has also given me an opportunity to deal extensively with the media. Throughout my years at school, in addition to my involvement in sports, I have held a part time position at a retail store. As proof of my discipline and organizational abilities, I have been able to work thirty hours each week and still maintain good grades.

I am interested in beginning my career in the communications industry, in the field of public relations and I feel my experience, energy and enthusiasm would enable me to make an excellent contribution at Communication Canada Inc.

I can be reached at the above address and telephone number, or a message can be left at (204) 555-2387.

Sincerely,

Colin Thomas

“MARKETING” LETTER TO A POTENTIAL EMPLOYER

- What is a Marketing Letter?
- This type of letter is most commonly used to advertise availability to hiring managers or human resource departments when there is not a specific position advertised.
- Sending out “Marketing” cover letter you can directly contact potential employers without a referral or previous correspondence.
- Research your top employers that you would like to work for and gather basic company information for each.
- A marketing letter should incorporate company knowledge with a discussion of relevant qualifications
- Keep in mind that you are not applying for a specific position.
- State your skills and accomplishments and let the employer decide how you may best suit their needs.

Elements to include when not applying for a specific job

<p>Dear Ms. Peck,</p> <p>After speaking with Nancy Jones of Green and Associates at the Commerce Summer Job Fair, she suggested I contact you regarding the possible position of Marketing Assistant.</p> <p>I will be graduating from the University of Toronto in the spring when I will receive a Bachelor of Commerce in Marketing. I am proud to tell you that I have been on the Dean’s List every semester, since I started University.</p> <p>As you will see in my résumé I have excellent experience in Marketing. In the summer of 2004, I was a summer student at Robbins & Richard where I worked directly with clients and became familiar with the daily operations of a large marketing firm. In the summer of 2002 and 2003, I was an assistant for The North West Company. Since late 2003, I have worked, part time, as an assistant manager for a jewelry store where I am responsible for inventory, bank deposits and balancing the cash. These positions have given me the opportunity to substantially develop my interpersonal skills, which will prove invaluable at Fortune Hi-Tech Marketing.</p> <p>I am eager to talk with you about the contribution I could make to your company. I will call you the week of April 25th to see if we can find a mutual time and date to get together and discuss the possibility. Thank you for your time spent reading this letter and the enclosed resume. I look forward to meeting with you soon.</p> <p>Sincerely</p> <p>Dora Smith</p>	<p><u>First paragraph</u> - Mention reason for writing, whom your contact person/referral is</p>
	<p><u>Second paragraph</u> - Indicate the kind of position you are looking for - Highlight your qualifications</p>
	<p><u>Third paragraph</u> - if you are requesting an interview to gather information, or to establish a connection, explain this and indicate you would like 10 -15 minutes of their time</p>
	<p><u>Fourth paragraph</u> - Indicate how/when you will follow up to set up a meeting - Thank them for their time and consideration</p>

Marketing Letter Samples....

DORA SMITH

2802 Davis Road
Toronto, ON M2P 485
dorasmith@yahoo.ca

416-555-5219

416-555-6502

January 16, 2006

Attn: Janice Peck, Human Resources
Wright, Auger & Harrow
1256 Market Avenue
Toronto, Ontario
M4L 2P3

Dear Ms. Peck

Are you looking for a competent, outgoing and well-organized Audit Trainee?

I will be graduating from the University of Toronto in the spring when I will receive a Bachelor of Commerce in Accounting. I am proud to tell you that I have been on the Dean's List every semester, since I started University.

As you will see in my résumé I have excellent experience in all phases of the accounting profession. In the summer of 2002 was a summer student at Robbins & Richard where I worked directly with clients on audits, used a software program called ACCPAC and became familiar with the daily operations of a large accounting firm. In the summer of 2000 and 2001, I was a bookkeeper for an investment company. Since late 2002, I have worked, part time, as an assistant manager for a jeweler's store where I am responsible for inventory, bank deposits and balancing the cash. These positions have given me the opportunity to substantially develop my interpersonal skills, which will prove invaluable at Wright, Auger and Harrow.

I am eager to talk with you about the contribution I could make to your company. I will call you the week of April 25th to see if we can find a mutual time and date to get together and discuss the possibility. Thank you for your time spent reading this letter and the enclosed resume. I look forward to meeting with you soon.

Sincerely

Dora Smith

Enclosure

Taken from: "Don't Wait 'til You Graduate The Canadian Job Search Guide" by Stephan J. Kaplan

ANDREW ENNS

80 Lyndon Street Winnipeg MB R3J 0G7 (204) 555-8111 anenns@mts.com

December 15, 2006

Human Resources Department
Investors Group
One Canada Centre
Winnipeg, Manitoba R3C 3B6

RE: FINANCIAL ASSOCIATE

I am a new graduate with a Bachelor of Commerce (Honours) degree with a major in Finance and Accounting who can offer your firm dedication, skill and a willingness to learn while aspiring to performance-based advancement.

My interest is in business, investments, finance and accounting. In keeping with this interest, I have developed a strong work ethic, which is evidenced by the fact that I have maintained a part-time job during my four years of university. This included operating my own successful small business and working in other positions and internships. I function equally well working independently or as a member of a team, and feel confident that given the opportunity I can make a positive difference as a member of your firm.

The enclosed resume summarizes my experience. I am eager to meet for an interview during which I can fully express my capacity and desire to contribute to Investors Group. I will call your office the week of December 15th to schedule a discussion.

Thank you for your time and consideration. I look forward to speaking with you in the near future.

Sincerely

Andrew Enns

STEPHEN FORD B. COMM

Box 147

Stonewall, MB R0C 6Z0

E-mail: stephenford@hotmail.com

Home: (204) 555-2853

Work: (204) 555-8470

December 19, 2006

Kathy Smith
Staff Coordinator
Great-West Life
100 Osborne Street
Winnipeg, MB R3L 0T5

Dear Ms. Smith

When I read on the Internet of your company's major plans for globalization, I couldn't wait to contact you. My fluency in three languages, study-abroad experience, and solid education in international business can only benefit you in this expansion.

I am presently a student at the Asper School of Business expecting to graduate in May 2007 with my Bachelor of Commerce (Honours) Degree with a major in International Business, minor in Marketing. I am proficient in both WordPerfect and Microsoft Word for Windows, and am familiar with both IBM and Mac operating systems. I am presently working part-time as a Customer Service Representative at Great-West Life.

Enclosed you will find a copy of my resume, letters of recommendation from employers and professors. I will contact you next week about the possibility of arranging a meeting at your convenience.

I look forward to speaking with you.

Sincerely

Stephen Ford

KEVIN JEREMY

44 Southbridge Cove
Winnipeg, Mb., R2M 4G8
(204) 555-3610
(204) 555-9888
kjeremy@hotmail.com

December 19, 2006

David Marcotte, V.P. Operations
Edels-Marcotte
102 Centrepont Drive
Nepean, ON K1C 7G8

Dear Mr. Marcotte

Having been born and raised in the Nepean area, I wish to return to this area to work in Marketing. I have been researching your company and know that you can offer me the type of experience for which my previous education and work experience will be of mutual benefit.

I recently graduated from the University of Manitoba where I majored in Marketing. Currently, I work for a small computer company in Winnipeg, where I handle all administrative and marketing duties. As you can see from my résumé, I have taken a variety of courses that give me the skills and knowledge to be successful in the marketing field.

I have a strong drive and motivation to learn new things. My excellent verbal and written skills enable me to effectively communicate information to others. I have gained many new skills from my current job that would make me a good candidate for your organization. I am fluent in a variety of computer programs (including Microsoft Office), deal with clients and sales accountants on a regular basis and have excellent people skills. I am responsible for a variety of jobs to be done on a day-to-day basis and through them have strengthened my organizational skills and my ability to prioritize work.

My degree in marketing, along with my diverse skills, makes me a strong candidate for a position with your company and a face-to-face interview would allow me to demonstrate my character in a more personal way.

I look forward to hearing from you at your convenience. I can be reached at (204) 555-3610.

Sincerely

Kevin Jeremy

NETWORKING LETTER

- Networking letters refer to a third-party to help garner the reader's attention and compel him/her to assist you in your job search.
- Word your correspondence in a businesslike manner.
- Do not use your addressee's first name, or rely on an overly casual writing style.
- If you have been in contact with this person recently, it could be very useful to remind him or her: "It was great seeing you at the CA Wine and Cheese last week" or "It has been several months since our families have gotten together."
- Many networking letters are written to an addressee whom the candidate has not met, but has been referred to by a mutual acquaintance, immediately state the name of the person who referred you, such as "Jean Rawlins suggested I contact you."
- If your letter is politely persuasive, people will be interested in talking with you.

Elements to include when networking

<p>Dear Ms. Cummings,</p> <p>It was a pleasure speaking with you at the Asper School of Business Summer Job Fair. Our conversation was very informative and I was thrilled when you asked me to send you a copy of my resume.</p> <p>As you may recall, I will be graduating from the University of Manitoba in May 2008 with a major in Marketing and Small Business. From our conversation, I feel that the opportunities your company has would benefit my skills and experience in your marketing department.</p> <p>Although I am a recent graduate, I have held several summer positions as a Marketing Assistant. As a result, I have knowledge and experience with strategic planning, marketing, and product management.</p> <p>I would appreciate the chance to meet with you so that we may discuss how my abilities prepare me for a position in the advertising world.</p> <p>I look forward to speaking with you at your earliest convenience. Thank you for your time.</p> <p>Sincerely,</p> <p>John Jones</p>	<p><u>First paragraph</u> - Mention where you contacted the employee to trigger their memory of you</p>
	<p><u>Second paragraph</u> - Indicate the kind of position you are looking for</p>
	<p><u>Third paragraph</u> - Highlight your qualifications</p>
	<p><u>Fourth paragraph</u> - Indicate how/when you will follow up to set up a meeting - Thank them for their time and consideration</p>

NETWORKING LETTER SAMPLES

Olivia J. Abbott

4516 Darby Way ♦Halifax, NS ♦ B4X 1C7

Phone: (902) 555-6617 ♦ Cell: (902) 555-3254 ♦ O_Abbott@hauk.sas.ca.



January 19, 2007

Mr. John R. Martin
Director, Human Resources
Saskatoon Computers Inc.
465 Marilyn Drive
Saskatoon, SK S7Y 8J9

Dear Mr. Martin

I was recently speaking with James Jackson, about opportunities in the computer programming industry and he recommended that I contact you. I will be graduating this spring from the Technical University of Nova Scotia with a Bachelor's Degree in Computer Science and I am interested in working for your company as a Computer Programmer.

As you will see from my résumé I have a well-rounded background, through my university education and practical experience. I have gained invaluable experience in my work as a Research Associate. I am extremely proud of my involvement in many extracurricular activities. In 1992, I received a prestigious award for my volunteer work in the community.

I am confident that my courses at the Technical University of Nova Scotia in software engineering and applications programming, coupled with my work experience, will prove particularly useful for the position of Computer Programmer at Saskatoon Computers Inc. Although I am presently living in Nova Scotia, I am willing to relocate in order to further advance my career interests.

I have included my résumé for your consideration. I can be reached at (902) 555-6617 after 3pm and on weekends or by e-mail at O_Abbott@hauk.sas.ca.

Sincerely

Olivia Abbott

PIERRE FAUCHER

26 Haley Raod Montreal, QU H9H 9P3 (514) 555-9046 e-mail: pfaucher@hotmail.com

November 17, 2006

Mr. Andre Cartier
Director, Human Resources
Farallon, Inc.
787 E. Fournier Drive
Montreal, QU H6T 7Y2

Dear Mr. Cartier

We met at the Career Fair at McGill University in October last year and at the time you mentioned that your company would be recruiting Junior Systems Analysts this fall, to begin working in September 1996. I am writing to request an interview for one of these positions.

I was impressed by how helpful the staff from your organization was at the Career Fair. Your plan to create a department dealing solely with New Applications Development is of particular interest to me, given my background.

I will be graduating from McGill University in June with a Bachelor of Commerce in Management Information Systems. I received the James McGill Scholarship in 1994 for my excellent grades. My course work has included programming, database management and systems analysis. In addition, I have been the assistant to a PhD student who is creating a new business software program for his thesis. I am confident these skills will give me the ideal background required for the position of Junior Systems Analyst at Farallon Inc.

I will contact you early in December to set up an interview at your earliest convenience. Thank you for your consideration.

Sincerely

Pierre Faucher

Taken from: "Don't Wait 'til You Graduate The Canadian Job Search Guide" by Stephan J. Kaplan

Karen Jones

160 Kingston Row
Winnipeg MB R2L 3N7
(204) 474-8778
jonesc@hotmail.ca

December 15, 2006

Tim Horton
Regional Manager
McDiarmid Lumber
1140 Pembina Hwy
Winnipeg, MB R4L 2J9

Dear Mr. Horton

I truly enjoyed our conversation last week during the Commerce Wine and Cheese event. I want to congratulate you and your staff again on being listed as one of the top 10 companies to work for in Manitoba. Currently, I am looking for an entry-level marketing position with a dynamic company and I know with my experience, skills and interest in marketing, I would be of immediate benefit to your organization.

As you may recall, I will be graduating from the University of Manitoba in May with a degree in Marketing and Human Resource. For the past three months, I have been interning at Marshall Howard Company. I have learned the marketing and human resources aspects of the businesses in-depth, gaining praise for my motivation, professionalism, and willingness to take on new tasks. This internship has also allowed me to gain practical experience and has enhanced my communication and teamwork skills.

Enclosed is my resume and a letter of recommendation for you review. Thank you for taking the time to review my resume and cover letter. I will contact you the week of February 12th to set up an appointment with you at your earliest convenience.

Sincerely

Karen Jones

Sarah Butler

200 Pembina Hwy, Winnipeg, Manitoba R3T 2H8
Phone: (204)-555-6488 Email: sbutler@hotmail.com

December 19, 2006

Ryan Alexander
Communications Director
Manitoba Hydro
122 Taylor Ave
Winnipeg, MB R3R 6H8

Dear Mr. Alexander

During a recent discussion with Mackenzie Simon, a current employee, I expressed an interest in working at Manitoba Hydro and he suggested that I contact you with reference to opportunities within the organization.

I have just recently graduated from the Asper School of Business with a major in Marketing and two year of progressively responsible experience working in diverse areas of operations and marketing support with McEllis Industries Inc.

I would like to demonstrate my potential to succeed with Manitoba Hydro, working as an individual contributor or as a team member, to the achievement of mutual goals and objectives. For this reason, I welcome the opportunity to meet with you in order to further discuss your current or anticipated needs in terms of my qualifications and career objectives. I will contact you office on Wednesday, December 20 to schedule a convenient interview time.

Sincerely

Sarah Butler

David Hildebrandt

579 Arnold Avenue
Winnipeg Manitoba
R3L 0W5

(204) 555-9837
davidhild@hotmail.com

December 19, 2006

Michael Whyte
Chief Loan Officer
Toronto Dominion Bank
1140 Main Street
Winnipeg, MB R2B 8Y5

Dear Mr. Whyte

Pursuant to your recent conversation with my father, I am forwarding the attached resume for your evaluation. It is my desire to participate in a leading commercial credit-training program as a first step in my commercial banking career. I understand that your loan officer development program is regarded as one of the finest in the industry.

Please note that in addition to receiving my Bachelor of Commerce (Honours) degree in Finance and Management, I have a Bachelor of Arts degree in Economics and two years experience in the banking industry. I am a self-motivated individual who can work well with people, grasp and expand on ideas, tackle and follow through on difficult projects and achieve or exceed objectives.

I would like to apply my combined education and banking experience to your company. My interest is in working in a bank environment where my associates and I share the common goal of profitable growth and mutual gain.

Although my resume provides a good summary of my background and experiences, I would like to arrange a mutually convenient meeting, during which we can further discuss any availabilities within the TD Bank. Please contact me at the above e-mail address or phone at (204) 555-9837.

Thank you for your time.

Sincerely

David Hildebrandt

OTHER BUSINESS LETTERS AFTER THE INTERVIEW

THANK YOU LETTERS

Writing a thank you letter or sending a thank you email is a must after an interview. Some employers think less of interviewees who fail to follow up promptly after an interview. It is recommended that you send out a thank you within 24 hours. In addition to thanking the person you talked with, the thank you note reinforces your enthusiasm for the job and your professionalism. Use your letter to address any issues and concerns that came up during the interview.

Don't forget to send a thank you to your references, whether you receive the job or not. These are people who have agreed to take time from their busy days to be a cheerleader for you! Saying thank you will confirm with them that you appreciate their time.

SAMPLE THANK YOU LETTER – GENERAL:

May Lawson

123 McLean Street, Winnipeg MB R3B 1G3 (204) 475-0003 mlawson@excite.com

December 19, 2006

Daniel Reddy
Global Dimensions Corporation
15 Technology Way
Winnipeg MB R3X 1C1

Dear Mr. Reddy

Thank you for taking the time to meet with me on Thursday. I appreciate the opportunity to learn more about your company and to share some of my experiences and thoughts about the position of technical consultant. I can now understand why so many talented people prefer to seek employment with your firm. You clearly promote a positive working environment.

At the same time, I remain confident that my knowledge and experience would be of great benefit to Global Dimensions. I look forward to hearing from you. In the meantime, should you require any more information to help you make your decision, please do not hesitate to contact me

Sincerely,

May Lawson

➤ **THANK YOU LETTERS BY EMAIL**

This is the age of electronic communications. It is, in most cases, perfectly acceptable to send a thank you by email. Email allows you to send the letter directly to the interviewer without having to wait on the delay of the postal system. If the employer is making a quick decision, timing will be very important.

➤ **WHAT IF I DON'T WANT THE JOB?**

What happens if after the interview you decide that you are not interested in the job? Send a thank you anyway, respectfully withdrawing yourself from the competition. You may not wish to work for that company right now, but you cannot predict what will happen in the future. It is a great way to turn a negative experience into something positive.

➤ **GROUP THANK YOU LETTERS**

Sending a thank you letter is not always a simple and quick task. If you have spent the day with a group of people, being interviewed and taken out to lunch, you may want to consider taking the extra time to send each member of the group a thank you. Choose your approach based on what have learned about the company, on your day with them. Are they a team-based company, where the interviewers voiced common concerns or beliefs? If this is the case, you could send one “group” thank you note. Remember that taking extra time and effort will always reflect on you positively.

➤ **LUNCH OR MEAL INTERVIEWS**

When you have been interviewed by a group of people over lunch, or any other meal it is important to take the time to thank everyone in the group. Remember to say thank you for the meal as well as thanking them for the time they took to speak with you about the position at their company.

REMEMBER TO PROOFREAD

It is very important to proofread your thank you before you send it into the company. Typos and grammar errors are common mistakes, but it is important to also make sure you have the person's name and title spelled correctly. Also be sure to check the spelling of the company name. This is the last impression of you the interviewer will get, before he/she makes their decision.

NOT SURE WHAT TO WRITE?

Timing is the most important. Be sure to get a simple, appreciative thank you in the mail, or out by email within 24 hours. Keep it straight forward and professional; save your creative writing skills for another time!

If you are *really* having trouble coming up with something to say, look at a few sample thank you letters for some suggestions.

SAMPLE THANK YOU LETTER THAT STRESSES FIT:

May Lawson

123 McLean Street, Winnipeg MB R3B 1G3 (204) 475-0003 mlawson@excite.com

January 13, 2007

Dean Street
Vice President
SunWest Advertising
100 Main Street
Winnipeg, MB R3C 2B1

Dear Mr. Street

Thank you so much for taking the time to interview me today for the Marketing Assistant position. I felt a wonderful rapport not only with you, but with the whole SunWest Advertising team. I am more convinced than ever that I will fit in beautifully as a member of the team and contribute my skills and talents for the benefit of SunWest Advertising.

I can make myself available for any further discussions of my qualifications that may be needed. Again, Mr. Street, I very much appreciate you and your team taking so much time to talk with me about this exciting opportunity.

Sincerely

May Lawson

SAMPLE THANK YOU LETTER THAT BUILDS ON STRENGTH:

JEREMY JONES
144 Drake Centre
Winnipeg, MB R3T 5V4
204-123-3323

February 13, 2007

Dr. David Kresgee
Long Life Insurance Company
5 Main Street
Calgary, AB T8L 3H2

Dear Dr. Kresgee

I'd like to thank you for talking with me about the summer analyst position in your Winnipeg office. I truly appreciate all the time and care you took in telling me about the job and learning more about me.

I'm so pleased that you agree that my research project in actuarial mathematics provides me with excellent experience for this position. I am eager to bring my passion for statistics to the summer analyst position, and I am convinced the knowledge and experience I've already cultivated compiled with the positive culture of your organization, will allow to fully contribute to your team.

I very much look forward to learning of your decision soon. Please feel free to contact me if you need more information about my qualifications.

Thank you again for the informative interview.

Sincerely

Jeremy Jones

SAMPLE QUOTES THAT CAN BE INCLUDED IN A THANK YOU

FOR DAMAGE CONTROL ...

“After our interview, I'm convinced that I have the three ingredients you're looking for in your workshop/seminar leaders. I know you expressed some concern in our meeting that I have not worked in a human resources department. I want to stress, however, that I have participated significantly in the hiring process for my student group and have a solid record of achievement in my human resources classes. “

“As for your requirement for public-speaking experience, my having been leader of new-student orientation groups at the Asper School of Business for three years, along with outstanding grades in my public-speaking classes, qualify me nicely. “

“Finally, I have enclosed some writing samples to further demonstrate the third ingredient, my communications skills. “

MENTIONING INTERVIEW AFTERTHOUGHTS ...

“I meant to mention during the interview that last summer I attended a three-week intensive seminar on SPSS, the foremost marketing-research software package. I know the job description mentions the ability to use SPSS, and I wanted to make sure you knew that I am extremely well versed in the use of this software. Please contact me if you have any questions about my ability with this program or about any of my other qualifications.”

WHAT IS AN OFFER OF EMPLOYMENT?

An official offer of employment comes in the form of a letter or document inviting you to accept a specific post, which should be signed by someone in authority. It is possible that you will receive a telephone call to offer you the job in the first instance or be told on the day of your interview. It is appropriate to ask for a formal written offer which should include the following information:

- ✓ Your name and the name of the employing organization.
- ✓ The date of the offer.
- ✓ The job title and department/location.
- ✓ Salary details.
- ✓ Your start date (it may state that this is negotiable).

It may also give:

- ✓ Hours of work;
- ✓ Holiday entitlement;
- ✓ Details about pension plans, bonuses, salary reviews, and other benefits.

IF THERE IS ADDITIONAL INFORMATION YOU FEEL YOU NEED BEFORE ACCEPTING THE JOB, YOU SHOULD MAKE CONTACT WITH YOUR PROSPECTIVE EMPLOYER AS SOON AS POSSIBLE.

MAKING A DECISION

TIMING

A common problem for finalists and graduates can be the timing of offers. The employer of your dreams is running late in completing its selection process but you have had an offer from another, less preferred, organization. Should you cut your losses and secure the offer you have or take a risk, turn it down and wait for the one you really want?

THE FOLLOWING POINTERS MAY HELP:

- It is worthwhile going to see a careers counselor to help you examine your options and weigh the pros and cons of each. Think beyond salaries and look at the total packages being offered: company 'A' might offer you a generous joining bonus; company 'B' may offer better training and prospects.
- Contact your preferred employer and ask how far they have proceeded with your application and when you are likely to hear of their decision.
- Contact the employer who has made you the offer and ask if they are prepared to extend the acceptance date.

MULTIPLE OFFERS

If you are fortunate enough to have several offers and there appears to be little difference between them, you may need to revisit your original list of needs. Measure these against things like location, company culture, and approach to training, how you felt at interview, etc. It is worth trusting your instincts but you still have time to do some extra research if it will help you make a better decision.

ACCEPTING OR DECLINING AN OFFER

ACCEPTING AN OFFER

Accepting a job offer ethically obligates you to cease job search efforts and to notify other prospective employers that you must withdraw your name from their consideration. As soon as your decision is made, promptly notify employers with a courteous phone call. Make every effort to speak to your contact in person rather than leaving a voice mail message for this purpose. After you have spoken to your contact, follow up with a written confirmation (by e-mail or hard copy, as appropriate based on each employer's preference).

Write to thank the person making you the offer, using any reference number they have given and enclosing any information that has been requested. You should also mention the date of the letter and quote the full job title and starting date, if stated. Accept the offer and say that you are looking forward to starting work with the organization. Keep a copy of this letter as, along with their letter, it forms your contract of employment. As the word 'contract' implies, by accepting the offer you are making a legal undertaking. You should not accept a job with the intention of rejecting it later if something better turns up.

SAMPLE ACCEPTANCE LETTER:

Jane Fieldstone

13 Agnes Street Winnipeg, MB R4W 9N71 (204) 474-6598

Email: [janefield@yahoo.ca](mailto:jane@janefield@yahoo.ca)

February 13, 2007

Mr. Stu Barnes
President
555 Main Street
Winnipeg, MB R3C 2W9

Dear Mr. Barnes

As we discussed on the phone, I am very pleased to accept the position of Marketing Manager with Smithfield Pottery. Thank you for the opportunity. I am eager to make a positive contribution to the company and to work with everyone on the Smithfield team.

As we discussed, my starting salary will be \$30,000 and health and life insurance benefits will be provided after 90 days of employment.

I look forward to starting employment on March 1, 2007. If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you.

Jane Fieldstone

DECLINING AN OFFER

If you choose to decline a job offer, do so courteously, in writing, after making a phone call. Never say anything negative in writing about the employer, even if you had a negative experience. You might find yourself working with or applying to that organization again at a later date so it is worth remaining on good terms.

A decision to decline an offer is usually based on the fact that another offer is a better fit for your career interests and goals. It is fine to state this, without giving details about why the declined offer is not a fit. It is not necessary to state whose offer you accepted, but you may do so if you wish. Send the letter as soon as possible so that they can offer the job to someone else.

SAMPLE REJECTION LETTER, ACCEPTING ANOTHER OFFER

Chris Hancock

95 Wilkes Bay
Winnipeg, Manitoba R3L 0W5

Phone: (204) 299-8777
Email: chris_hancock@mts.net

February 13, 2007

Dr. Mary Swietzer
Project Manager
Government of Manitoba
509-256 Broadway
Winnipeg, MB R2G 7Y6

Dear Dr. Swietzer

Thank you very much for your telephone call and letter offering me the position of Assistant Project Coordinator with the Government of Manitoba. While I believe firmly in the mission of your organization and appreciate the challenging opportunity you offer, I have had another offer which I believe more closely matches my current career goals and interests. Therefore, although it was a difficult decision, as I explained when we spoke by phone this morning, I must decline your offer. I do appreciate all the courtesy and hospitality extended to me by your office, and I wish you well in your endeavors.

In the position I have accepted with City of Winnipeg, I will occasionally be at the Legislative Building to attend meetings, so I hope we can get together again and talk about common interests.

Best regards

Chris Hancock

ACCEPTING ANOTHER OFFER & WITHDRAWING FROM THE JOB SEARCH

Joy Collins

27 Manby Street ♦ Winnipeg MB ♦ R3R 9T6
Phone: 204-474-5565 ♦ Cell: 999-2356 ♦ jcollins@gmail.com

February 13, 2007

Ms. Debra Clark
Editor
Look Magazine
244 Osborne Street
Winnipeg, MB R3L 9B7

Dear Ms. Clark

I want to express my sincerest appreciation to you for including me in the interview process as you seek candidates for your magazine's Marketing Assistant position. I have enjoyed meeting with the members of your staff and think you have an outstanding operation.

However, as I explained when we spoke this morning, I respectfully withdraw from consideration for your position. I have decided to accept another employment offer which I believe very closely matches my current skills and career goals.

I wish you and the staff of Look Magazine the best of success. I hope we will have the chance to visit at the upcoming Marketing Conference. Thank you again for the opportunity to explore career possibilities with your office.

Sincerely

Joy Collins

HOW TO WRITE A LETTER OF RESIGNATION

When writing a letter of resignation, it's important to keep your resignation letter as simple, brief, and focused as possible. It should always be positive.

Once you have made the decision to move on, there's no point in criticizing your employer or your job. Your letter of resignation should include information on when you are leaving. You can also let the employer know you appreciate your time with the company.

Your resignation letter should include:

- The effective date of your resignation.
- An explanation for your resignation.
- A brief mention of the positive aspects of working for your current employer.

One of the most important things to remember when creating your letter is that it may be kept on file for future reference. For example, it may be used when future employers request references, or in evaluating past performance if you re-apply for a job with a previous employer in a different position. Therefore, regardless of your reasons for resignation, **NEVER** make negative statements about your company, coworkers, supervisors, bosses, owners, or policies within this letter. This letter needs to remain professional and, if not positive, at least polite. It should act as bridge builder, not a bridge burner.

SAMPLE RESIGNATION LETTER

February 13, 2007

Dr. Jill Fenimore
Director of Pharmaceutical Sales
Merck & Company, Inc.
1 Merck Drive
Winnipeg, MB R6Y 2K5

Dear Dr. Fenimore

I am writing to you today to officially tender my resignation from Merck effective Friday, February 16, 2007.

I never thought I would ever leave such a great company as Merck, but when the opportunity arose to further my career in marketing as a Sales Director, which has always been a goal, I simply had to take advantage of it.

I cannot say enough wonderful things about Merck, about all the people I've encountered in my years of service with the company, and especially about you and all the others on the sales team. Your leadership has taken us all to new levels, and I have appreciated all your personal and professional advice over the years. It's my hope that we will stay in touch as I begin this new chapter in my life.

If you have any questions, please ask. Thanks again for everything.

Sincerely

Scott Hent

Other examples for cause of resignation include:

- ✓ I have decided to take this time to evaluate my current goals and investigate new opportunities....
- ✓ I have decided to further my education in pursuit of (degree or future position)....
- ✓ I have decided to change the course of my current career goals and will be pursuing a new direction in _____....

End your letter without closing the door on the future:

- ✓ Thank you for allowing me to serve ABC Company.
- ✓ Again, I wish ABC Company continued