

LAGRANGE

COLLEGE

Center for Leadership and Career Development

Cover Letter and Employment Letters Guidebook

LaGrange College Center for Leadership and Career Development

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Revised 2020

Information Gathered from the Career Offices of Purdue University, Virginia Tech, Stanford University, Boston University, the University of Wisconsin Stout, and the Georgia Department of Labor

Cover Letter:

The Cover letter is not a 2-page essay. It should grab the employer's attention and point out why you, above all other applicants, should be contacted for a personal interview.

Cover letters introduce you and your résumé to potential employers or organizations you seek to join. It is the first document an employer sees, so it is often the first impression you will make. Take advantage of this important first impression and prepare the reader for your application, stating why you are writing, why you are a good match for the job and the organization, and your contact information. **Never send a résumé without a cover letter!** Many employers expect it but do not ask for it!

Purpose of a Cover Letter

- Used when responding to specific, advertised openings or expressing interest in an organization
- Explains **why** you are sending the résumé, how you learned about company, position
- Convinces reader to look at your résumé
- Calls attention to important attributes of your background
- Shows your personality, attitude, enthusiasm and communication skills

Don't repeat information found in résumé, instead...

- Sum up important qualities, areas of expertise, and motivation about field or position of interest
- Include information about availability
- Keep the cover letter to one page; however, two pages are acceptable for certain positions

Structuring your Cover Letter

Generally, the accepted standard is a three-paragraph structure, though a cover letter should adapt to your needs. The best cover letters are short and to the point. Bear in mind that the letters you write not only convey your interest and qualifications, but also give the employer an opportunity to observe your attentiveness to detail, spelling, grammar, and the overall quality of your written communication.

GETTING STARTED:

HEADING:

The heading provides your contact information, the date you are writing, and the address of the company to which you are applying.

For your contact information, you will want to include the following:

- Your name
- The address where you can be reached (if you live at college, will it be more accessible to include the local address or your permanent address?)
- Phone number (you answer and have a professional sounding voicemail set up, and you check this voice mail regularly)
- E-mail address

Then, you will skip a line and write the full date (*month, day, and year*). Follow this by skipping a space and writing the contact information for the person to whom you are writing:

- Name of the specific person
- Title of that person (if available)
- Address of the company

Example:

Mary Alice Smith
2987 LaGrange Drive
LaGrange, GA 30240
706-555-5555
Masmith@lagrange.edu

March 24, 2020

Ms. Kim Kincaid, Human Resource Director
Western Electric, Inc
387 Collier Lane
Atlanta, Georgia 30051

OPENING PARAGRAPH: *Why are you contacting them?*

This is the "why I'm writing to you" paragraph which immediately tells the employer the position for which you want to be considered. This is short – usually 2-3 sentences. Don't make the reader guess what you are asking for; be specific. Do you want a summer internship opportunity or a permanent position at graduation; are you inquiring about future employment possibilities? This paragraph can also be used to refer to the individual who recommended that you contact the organization, or other factors that prompted you to write.

Remember:

- Include why you are writing, and for which position you are applying
- How you heard about the position is irrelevant unless it is a mutual contact or recruiting program
- Show from your research why you are interested in this position or organization. The goal is to make a connection – do this *briefly* and *specifically* or leave it out; random statements will not work.

SECOND PARAGRAPH: *Why are you a good candidate? What do you bring to the table?*

This is the "why I'm qualified" paragraph. Briefly introduce yourself, your major and degree anticipated (or received). If possible, convey why you are interested in the organization and anything you know about their product or service. Highlight some of your most relevant experiences and qualities as they relate to the position for which you are applying. Choose 2-3 points you want to make about **specific** experiences/accomplishments or about general qualities you have exhibited and provide **specific** examples to support those points. This paragraph will change according to the job/employer for which you are applying. This is usually the longest paragraph of the letter. You may break this paragraph into two if it looks too lengthy or if your points work best in separate paragraphs.

Focus on skills, activities, accomplishments, and past experiences you can contribute to the organization and its work. If possible, demonstrate that you know something about the organization and the industry/field. Use action verbs that describe relevant skills/expertise you can contribute. Mention specific knowledge you may have, for example computer applications, foreign languages, lab techniques, writing/editing capabilities, etc. You are attempting to create a match or “notion of fit” between the employer’s hiring needs and your interests and experience.

Keep your letter short and simple. This is not the time to tell your whole life's story. This is also **not** the time to disclose personal information that could hinder your application. (Examples:

divorce, children, pregnancy, injuries, credit issues, lifestyle changes, etc.) You want to focus on your qualifications and skills.

FINAL PARAGRAPH: Next Step You Will Take

This is a short 2-4 sentence paragraph. Request an interview, and let the reader know what will happen next (Contact them within specific period unless it is a recruiting program). It is vital that you thank the reader for his/her time and consideration.

- The most important step in a cover letter is not only the writing – but the follow-up. Following up 7-10 days after sending or applying is appropriate.

SIGNATURE:

Sincerely,

Your Signature

Your Name

Enclosure(s)

CHECKLIST FOR WRITING GOOD COVER LETTERS

- Be sure you use standard, acceptable margins for page layout (MS Word default)
- Use business letter style (first sentences are not indented)
- Block style is acceptable, with text flush with left margin
- Flaws in your letters will often be interpreted as flaws in your qualifications. **SPELL CHECK!**
- Individually typed and addressed using business-letter format and a letter-quality printer.
- Use paper identical to the paper used for your résumé (résumé paper)
- Addressed to a specific individual with name, title, organization, and address all correctly spelled. Use “Dear Human Resource Manager” and “To Whom It May Concern” only as a last resort. Ideally you should try to identify the actual hiring manager and address your letter to that individual.
- The cover letter should meet the standards of your résumé...neat, concise, grammatically sound, words correctly spelled, well-worded with controlled use of the pronoun "I"
- Do not use contractions (I'd, didn't, it's).
- **Emailing your Cover Letter:** Always cut and paste your cover letter into the body of the email and attach your résumé.

Devise a system to keep track of the follow-up steps you have taken, and the responses you have received. Most job seekers have found that spreadsheets or file folders for organizing the job search and its correspondence are essential. *It is important to keep a record of all your correspondence and what stage each application is in.*

SAMPLE COVER LETTER: RESPONSE TO A JOB POSTING

Michael Mitchell
1234 Street Drive
LaGrange, GA 30265
555-555-5555
mmitchell@email.com

March 24, 2020

Mr. Ron Jones
Director, Human Resources
ABC Company
1234 Testing Drive
Place, GA 55555

Dear Mr. Jones:

I recently learned about the **Public Relations position** open in ABC Company through the LaGrange Daily News Classifieds.

I have had the opportunity to speak with Ms. Carson in the Public Relations Department about the position and about your company's goals for the future. Because ABC Company is trying to increase its marketing efforts in the 18-24 year old demographic, I believe my skills and experience, not only as a college student but also in the field of public relations and marketing, can greatly benefit your company and its goals. As you can see from my résumé, I have a strong knowledge of computer applications in the field and have developed excellent writing skills through my position as a staff writer at my high school newspaper. In addition, I have experience communicating with the public and with corporate entities through my family's business.

After you've had an opportunity to review my résumé, I'd like to set up an appointment to talk with you further about how my skills and experience could benefit your company. I will contact you in about a week to see about this possibility. If you have any questions about my qualifications or skills, please contact me at 555-555-5555 or mmitchell@email.com.

Thank you for your consideration.

Sincerely,

Michael Mitchell

Michael Mitchell

SAMPLE COVER LETTER: APPLYING FOR AN INTERNSHIP

Sally Student
555 LaGrange Drive
LaGrange, GA 30240
555-555-5555
sstudent@email.com

February 25, 2020

Mr. John Jobs
Emma Media Corporation
123 Broadway, Suite 4
New York, NY 10001

Dear Mr. Jobs:

I am very interested in exploring the possibility of a technical **internship in Desktop Support and HTML design** at Emma Media Corporation. I have enclosed my résumé and references for your consideration.

I am confident that the experiences I have gained in college make me an ideal candidate for your internship position. My knowledge of HTML and desktop support are very strong. I have gained 2 years experience in desktop support while working as a Helpdesk Technician (work-study) at one of the advanced computer labs at Example College. During my time as a Helpdesk Technician, I was responsible for attending to all support related issues for over 50 computers and users. This involved servicing hardware and software issues, networking and user account issues as well as overseeing staff scheduling. In addition to my experience in desktop support, I also have a year of experience developing HTML in a corporate environment.

I am very excited about applying my technical skills to your HTML and Desktop Support internship position. Producing quality work is very important to me and I am confident that I will be an asset to Emma Media Corporation. Please review my enclosed résumé and references. Please contact me at 555-555-5555 or and sstudent@email.com.

Sincerely,

Sally Student

Sally Student

Enclosure(s)

SAMPLE PROSPECTING LETTER: BULLET FORMAT

Whitley Gilbert
1600 Pennsylvania Ave
LaGrange, GA 30240
912-867-5309
whitleygilbert@email.com

May 23, 2012

Ms. Cathy Doppelganger
Human Resources
ABC Company
5626 Awesome Drive
Hiring, GA 20365

Dear Ms. Doppelganger:

The purpose of this correspondence is to see if an internship is available, or if you would be willing to create one, in supply chain management, logistics or product/inventory control. Following are the qualifications I can bring to your organization.

- 3-year work history noted for being extremely reliable and exceeding expectations
- Completing a BS in Business Administration with an emphasis in Supply Chain Management
- Outstanding performance in all supply chain management and related courses
- Possess attention to detail, good decision making, judgment, and problem-solving skills
- Enthusiastic and positive individual who will contribute to good workplace morale

If you have a need for a well organized, accurate, and efficient individual for any special projects or tasks, please do not hesitate to consider me.

I have enclosed my résumé for your review and consideration. I welcome the opportunity to meet with you to further discuss the possibility of an internship position; my contact information is listed above.

Thank you again for your time and consideration.

Sincerely,

Whitley Gilbert

Enclosure

SAMPLE COVER LETTER: LETTER OF INQUIRY

Eileen Smith
442 Read Hall
Bloomington, IN 47405
555-555-5555
esmith@email.com

April 1, 2020

Dr. Ed U. Cation
Principal, Oak Elementary
County Schools Systems
2549 Oak Street
Pleasant Valley, GA 55555

Dear Dr. Cation:

I am inquiring into the availability of an **elementary teaching position** in the County Schools System. As a new teacher, I am excited about the opportunity to begin my career in a school system such as yours. I particularly appreciate what the system is doing with curriculum revision and “Teachers Teaching Teachers.” The type of challenge and support provided by these programs creates a very positive school environment. For these reasons, I would like to be considered for any elementary openings at Oak Elementary.

I recently graduated with a Bachelor of Arts degree in Elementary Education from Example College. I also have a reading specialist certificate and have successfully completed my state examinations. I would like to be able to organize my classroom much like the high-energy environment I created in my student teaching experience with Ms. Ima Planner in the third grade at School Days Elementary School. The satisfaction I received from facilitating the growth and development of these young people reaffirmed my desire to be a classroom teacher. A most valuable part of this experience was the opportunity to be involved in the Teacher Expectation Student Achievement (TESA) training that took place at School Days during my time there.

I have also enclosed my résumé and list of references for your review and have submitted an application with the County Schools System as well with Teach Georgia.

Thank you for your consideration.

Sincerely,
Eileen Wright
Eileen Wright

Enclosure (s)

SAMPLE: LETTER OF INTEREST

Ima Student
123 Park Place
Smalltown, GA 12345
Ima.student@gmail.com
706-555-1234

February 5, 2020

Ms. Karen McClaire, Principal
Sunshine County High School
1920 Sunset Blvd
Hamilton Beach, Georgia 88953

Dear Principal McClaire:

My name is Ima Student, and we corresponded via email in December. I am continuously interested in future English Language Arts positions you may have available at Sunshine County High School for the 2012-2013 school year.

I will graduate this May with a Master of Arts in Teaching from LaGrange College, and have already passed the GACE certification tests required. Currently, I am student teaching in Literature and Composition, American Literature, and Advanced Placement Literature at Porter High School in Harwell County. Through my experience, I have been able to work closely with students who are mastering standards necessary to pass the Georgia High School Graduation Test, Writing Test, and End of Course Tests. In addition, I have served as a tutor in the LaGrange College Writing Center, assisting fellow students in strengthening their writing abilities.

My application is currently on file with Teach Georgia, and my references, transcript, and application are on file at personnel within the county office. I have attached a copy of my letter of interest and résumé for your convenience. I appreciate your consideration for employment and would welcome an interview at your earliest convenience.

Thank you,

Ima Student

Enclosure

SAMPLE COVER LETTER: REFERRAL

Mary Ray
300 LaGrange Street
LaGrange, GA 30240
555-555-5555
mray@email.com

August 17, 2020

Ms. Debbie Matthey
Director of Recruiting
Eastern Arbor
225 East 72nd Street
New York, NY 10098

Dear Ms. Matthey:

Laura Flannigan suggested I contact you concerning the **Marketing position** available at Eastern Arbor. I am inspired to pursue my marketing interests at Eastern Arbor due to its reputation as a prestigious, innovative and growing company in liability policies.

My diverse and intense academic, professional, and leadership experiences would make me a valuable asset to Eastern PG Arbor. Currently, as the Intern for the Example College Admissions Office, I assist in promoting Example College to prospective students and parents. I am responsible for interviewing and evaluating students as well as leading group information sessions. Since I work with people every day in a business setting, I have developed strong interpersonal and communication skills.

My leadership experience, particularly with the Alpha Sorority, is another example of my strong sense of responsibility and motivation. As a council member, I have brought fierce new ideas onto the agenda, such as bringing student leaders together to discuss how to create a more active community at Example College. As a result of this idea, the council along with other student leaders has begun planning a leadership forum for next semester. In all of my business experiences, my motivation and energy has ignited me to work hard and accomplish goals.

My résumé is enclosed for your evaluation. I will contact you the week of August 25th to schedule a time in which I may further discuss my qualifications for the Marketing position.

Thank you for your time and consideration.

Sincerely,
Mary Ray
Mary Ray

Enclosure(s)

SAMPLE NETWORKING LETTER

Arthur Doyle
221 Baker Street
Oxford, GA 45689
489-555-1236
arthurdoyle@email.com

March 13, 2020

Dr. John Watson
Executive Director
Baskerville Hospital
456 Medical Lane

Dear Dr. Watson:

Ms. Hudson suggested I contact you regarding my interest in a management training position with your company. She and I believe you might be able to use someone with the following experience, knowledge, and qualities:

- A work history of reaching goals and advancement
- A management training co-op/internship marked by outstanding performance evaluations
- Excellent performance in all management and related coursework

As you can see from my enclosed résumé, I am a “hands-on” individual with the potential to effectively motivate and supervise the work of others.

Please allow me the opportunity to interview with you, or the appropriate individual, at your earliest convenience. I can be reached at the above address, telephone number, or email address.

Thank you for your time and consideration.

Sincerely,

Arthur Doyle

Enclosure

SAMPLE COVER LETTER- RESPONSE TO SALARY REQUIREMENTS

John Oakley
7 Apple Court
Eugene, OR 97401
555-555-0303
joakley@email.com

March 10, 2020

Ms. Deanna Kindig
Dell, Inc.
One Dell Way
Round Rock, TX 78682

Dear Ms. Kindig:

My varied customer service and training experience, along with my extensive educational background, make me an ideal candidate for the **Corporate Trainer position**.

Much of my previous work experience has been in customer service, and the tools and techniques I have learned from this industry apply directly to the skills corporate trainers need -- the skills you seek -- speaking effectively, facilitating group discussion, solving problems, developing rapport, organizing, meeting goals, and managing groups.

My extensive educational background -- a bachelor's degree in marketing, with minors in human resources and communications, and postgraduate work in teaching and counseling -- will help me add new perspectives and ideas to your department.

I know I can be a key player on your training team, and I would like the chance to prove that to you. Per your request, an acceptable salary range for this job, based on the description and my research, is \$45,000-\$50,000, not including benefits or supplements. My requirement is flexible and negotiable, depending on such factors as additional benefits, faster salary reviews, and increased advancement opportunities.

Thank you for consideration.

Sincerely,

John Oakley
John Oakley

Enclosure(s)

SAMPLE COVER LETTER- AFTER MEETING A CONTACT

Clara Sims
555 Street
Hay, GA 55555
555-555-55555
csims@email.com

January 15, 2020

Mr. Emilo Sample
Vice President
ABC Company
555 Oak Way
Oak, GA 55555

Dear Mr. Sample:

It was good meeting you at the Northeast Chamber of Commerce January Gathering, January 14, 2020. It was wonderful discussing with you about the Northeast community and how we were both involved with our local Boys and Girls Club. As promised, I am sending you a copy of my résumé.

I will be graduating from Example College next May with a Bachelor of Arts degree in Business Administration. My senior year I completed a marketing internship with Johnson Controls. I was put in charge of a community relations project that increased community donations from \$5,000.00 to \$10,000.00. I noticed on your webpage that you are beginning a new community relations project within your company and would like to discuss with you my experience and how it can be used for your project.

I have attached my résumé and references for your review. If you have any questions about my experience or qualifications, please contact me at 555-555-55555 or csims@email.com. I will contact you the week of January 25th to ensure that you have received my application.

Sincerely,
Clara Sims

Clara Sims

Enclosure(s)

SAMPLE LETTER: INFORMATIONAL INTERVIEW REQUEST

Daisy Smith
489 Crestview Court
Sandersville, GA 23375
789-555-1234
daisysmith@email.com

April 13, 2020

Ms. Cindy Lu
Human Resource Manager
ABC Company
456 Hartwell Hwy
Sandersville, GA 23375

Dear Ms. Lu:

I'm a recent graduate of LaGrange College's Bachelor of Science Business Management program, and I would like to pursue a career in Human Resources. Would you be so kind as to meet with me over the phone or in person for about 10-15 minutes? I would appreciate the opportunity to ask you some questions about the field and to get any advice or suggestions as I begin pursuing my career. Obviously, I am willing to meet with you at your convenience. Please contact me by email, daisysmith@email.com, or by phone, 789-555-1234.

Enclosed is my résumé so that you can get an idea of my education and work history. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Daisy Smith

Enclosure

SAMPLE LETTER: FOLLOW UP FROM A CAREER FAIR

Ima Student
444 Street Road
Place, GA 55555
555-555-5555
istudent@email.com

March 2, 2020

Mr. Jason Doe
Human Resources Director
Energy Corporation
555 Street Drive
Here, GA 55555

Dear Mr. Doe:

I had the opportunity to meet with you at the Career Opportunities Career fair held in Atlanta, Georgia, November 18th. I enjoyed talking with you and learning about the Energy Corporation's internship program.

As you know, an excellent internship such as the one you have posted will provide valuable hands-on experience for a career in the energy industry. You can be assured that I will make every effort to prove to you my ability to learn quickly and efficiently. In doing so, you can be sure that I will strive for excellence in learning from you and your colleagues at Energy Corporation. There is no other company with whom I would rather work this summer than with Energy Corporation.

I have submitted my application online but wanted to make sure that you also received another copy of my résumé and references.

Thank you for your consideration.

Sincerely,

Ima Student
Ima Student

Enclosure(s)

SAMPLE LETTER: THANK YOU- AFTER AN INTERVIEW

Devin Davenport
Rolling Apple Lane
Morgan, GA 55555
555-555-5555

March 20, 2020

Dr. Teddy Stevens
Rolling Apple Hills School Health Clinic
Apple Hills Lane
Morgan, GA 55555

Dear Dr. Stevens:

Thank you so much for taking the time to interview me March 20, 2020 for the social worker position.

I felt a wonderful rapport not only with you, but with the whole Rolling Apple Hills School Health Clinic staff. I am more convinced than ever that I will fit in as a member of the team and contribute my skills and talents for the benefit of schoolchildren in the Apple Hills district.

I can make myself available for any further discussions of my qualifications that may be needed.

Again, Dr. Stevens, I very much appreciate you and your staff taking so much time to talk with me about this exciting opportunity.

Sincerely,

Devin Davenport
Devin Davenport

SAMPLE LETTER: FOLLOWING AFTER SUBMITTING AN APPLICATION

Ima Student
444 Street Road
Place, GA 55555
555-555-5555
istudent@email.com

March 2, 2020

Mr. Jason Doe
Camp Director
Sunshiny Day Camps
555 Street Drive
Here, GA 55555

Dear Mr. Doe:

I am inquiring about the status of my application for the summer position of **Camp Counselor** with Sunshiny Day Camps.

I am still very interested in working for you and the Sunshiny Team this summer. Recently, I read on your website about the Leadership Institute you are incorporating into your summer program in 2020. I have been actively involved in my campus' Leadership Team, and it would be a privilege to participate in such a notable opportunity.

Please let me know if you need any further information. I have attached a copy of my résumé for you to review.

Sincerely,

Ima Student

Ima Student

Attachment (s)

SAMPLE LETTER: AFTER APPLICATION WAS REJECTED

Martin Harris
564 Court Street
St. Louis, MO 53167
555-555-5555
mharris@email.com

April 20, 2020

Mr. Ralph Ullman, President
S.T. Ayer Corporation
6921 Southern Blvd.
St. Louis, MO 53163

Dear Mr. Ullman:

I appreciated your consideration for the **Research Associate** position. While I am disappointed in not being selected, I learned a great deal about your corporation, and I enjoyed meeting with you and your staff.

Please keep me in mind for future consideration. I have a strong interest in your company, and I believe we would work well together. I will be closely following the progress of S.T. Ayer Construction over the coming months. Perhaps we will be in touch at some later date.

Best wishes.

Martin Harris

Martin Harris

SAMPLE LETTER: DELAY DECISION LETTER

Kristen Jones
123 Sesame Street
Grover, GA 12345
7709-555-4589
kristenjones@email.com

August 23, 2020

Mr. Jeff Jones
Human Resources
ABC Company
34 Park Place
Grover, GA 12345

Dear Mr. Jones:

This letter is to acknowledge and thank you for your offer of employment. That communication invited me to join Mr. Bob Smith's Production Management Department at an annual salary of \$31,000.

While your offer of employment is most attractive, I feel that it would be to our mutual advantage to delay action with respect to this opportunity until September 1, 2020. This should provide me with ample time to evaluate all opportunities and to make a more informed decision both for your corporation and myself. If this date is not convenient, please let me know. Your office is enticing, and I thank you for the interest you have shown in me.

Thank you for your consideration and understanding.

Sincerely,

Kristen Jones

SAMPLE LETTER: WITHDRAWAL LETTER

Daniel Radcliffe
123 Emma Lane
Everett, TN 12345
779-555-4589
danielradcliffe@email.com

June 14, 2020

Ms. Cathy Coffee
Human Resources
ABC Company
34 Park Place
Everett, TN 12345

Dear Ms. Coffee:

Thank you very much for the opportunity you gave me to interview with your company. Unfortunately, I must inform you that I must withdraw from consideration for the Graphic Designer position. I will be accepting another offer from a different company.

I was very impressed by your company and the way the whole interviewing process was handled. I very much appreciate your interest on my behalf and wish to express my thanks again for all of your courtesies.

Sincerely,

Daniel Radcliffe

SAMPLE LETTER: DECLINING A JOB OFFER

Tom Thumb
123 Fairytale Lane
Neverland, TX
598-555-1234
tomthumb@email.com

September 28, 2019

Catherine Harper
Operations Manager
ABC Company
Corporate Plaza 50
Sometown, GA

Dear Ms. Harper:

Thank you very much for offering me the assistant manager position; however, after careful consideration, I regret that I must decline your offer. Although you were most encouraging in outlining future advancement possibilities within ABC Company, I have accepted another opportunity that is more in line with my current skills and career goals.

I enjoyed meeting you and the rest of your team. You have been most kind and gracious throughout the interview process, and I only wish that circumstances allowed me to accept your offer.

Best wishes for your continued success.

Sincerely,

Tom Thumb

SAMPLE LETTER: RECOMMENDATION LETTER- FOR A SPECIFIC POSITION

Clara Sims
123 This Way Road
Morgan, GA 55555

September 30, 2019

To Whom It May Concern:

The purpose of this letter is to recommend **Karen Lardy** for employment as an office manager or related position.

Karen possesses excellent office and administrative skills necessary to administer a project, while gaining the acceptance of other office personnel. The work she produces is on-time and accurate. This has made Karen a valuable part of our management team. During her employment with us, we have acquired a larger percentage of clientele. I believe her good business skills and pleasant personality have helped our business grow.

During the last three years, Karen has worked her way from clerical worker to part of our management team. This is due primarily to her ability to quickly comprehend difficult tasks. Karen is a unique individual with a positive attitude, who can accept responsibility to complete a project with little oversight or direction. Her excellent secretarial skills and office administration skills make her a valuable asset. I would highly recommend her to any company seeking these qualities in an individual.

Sincerely,

Clara Sims

Clara Sims

SAMPLE LETTER: GENERAL RECOMMENDATION LETTER

Platform Company
123 Company Way • Atlanta • GA • 12345
(123) 555-0000 • Fax (123) 555-0001

February 1, 2020

To Whom It May Concern:

I have been Gaby Cooper's manager for over six years. While I wish her only the best and fully understand that she must advance her career, I am truly sorry to see her go. It has been a pleasure having her on my team.

Gaby is a professional technical writer of the highest caliber, who meticulously researches, formats, edits and proofs her documents. I've received many compliments from customers who rely on Gaby's documentation. Management and personnel in tech support, engineering, technical training, and other departments praise her work.

Gaby is an innovative self-starter, who rarely needs supervision. She is punctual and typically exceeds expectations. She handles pressure well and will voluntarily work overtime and take work home to meet a deadline. For example, we received a rush order from one of our customers for a complex product modification, including critical user documentation. Gaby not only made the extremely tight deadline, but beat it; in the end, she still produced a stellar, technically accurate addendum for the standard user manual. Sales, marketing, training and engineering were quite pleased with Gaby's performance in this crunch. Even our CEO was impressed, and our customer was ecstatic. This is just one example among many of Gaby's superior skills and admirable work ethics.

Gaby is an invaluable asset to any technical communications department, and I highly recommend hiring her. If you'd like to discuss her attributes in more detail, please don't hesitate to contact me.

Sincerely,

Melissa Anderson

Melissa Anderson
Manager, Communications
Ext. 555, manderson@e-mail.com

SAMPLE LETTER: RESIGNATION LETTER

[Your Name]
[Street]
[City, State, Zip Code]
[Phone #]
[Email]

[Date today]

[Recipient's name]
[Company name]
[Address]
[Address]
[Address]

Dear [Recipient's name]:

Please accept this letter as my formal notice of resignation from [Company name], effective [date, two weeks from date above]. The associations I've made during my employment here will truly be memorable for years to come.

I hope a two-week notice is sufficient for you to find a replacement for me. If I can help to train my replacement or tie up any loose ends, please let me know.

Thank you very much for the opportunity to work here.

Sincerely,

[Sign here]

[Your name, title]

cc [Names for copies]