

## Sample Reference Page

### **SAMANTHA STARK**

*s-stark@cornellcollege.edu*

**Present Address:**

Box 123, Cornell College  
810 Commons Circle  
Mt. Vernon, IA 52314  
(319) 895-1234

**Permanent Address:**

543 Sunnyside Drive  
Iowa City, IA 52242  
(319) 341-5555

### **REFERENCES**

Ms. Pat O'Brien  
Merchandising Manager  
XYZ Incorporated  
Elicazia, IL 32123  
(321) 555-5555  
pobrien@xyzinc.com

Dr. Sean Jordon  
Assistant Professor, Economics and Business  
Cornell College  
600 First Street West  
Mt. Vernon, IA 52314  
(319) 895-5555  
sjordon@cornellcollege.edu

Dr. Mary Smith  
Associate Professor, Sociology  
Cornell College  
600 First Street West  
Mt. Vernon, IA 52314  
(319) 895-4444  
msmith@cornellcollege.edu

## Sample Letter of Inquiry

Box 123, Cornell College  
810 Commons Circle  
Mt. Vernon, IA 52314  
September 14, 2009

Ms. Tracy Johnson, VP Human Resources  
XYZ Company  
355 1<sup>st</sup> Avenue  
Chicago, IL 55555

Dear Ms. Johnson:

The current issue of *Business Week* contains a very interesting article on the XYZ Company pointing out the excellent customer service you provide. In my opinion, this is the essential component of a successful company, so I am writing concerning my interest in a human resources position with your organization.

I am interested in learning more about your work as well as any anticipated opening on your staff. My qualifications for a position in human resources, which are more thoroughly described in the enclosed resume include:

- Research and writing for the student chapter newsletter of the American Association of Personnel Administrators.
- Course work including Selection, Human Resources Management, and Training and Development.
- Part-time work experience as Office Assistant to the Director of Human Resources at a local retail store.
- B.A. in Communication Studies, minor in Human Resource Administration.

During the week of October 2, I will be visiting Chicago. If your schedule permits, an opportunity to meet and discuss my qualifications for an entry-level position on your staff would be greatly appreciated. I will call your office next week to see if such a meeting can be arranged.

Thank you for your consideration.

Sincerely,

Karen T. Smith

Enclosure

**Sample Letter of Application**  
(set up at the top to match her resume)

**Ashley Seat**

Box 321, Cornell College  
810 Commons Circle  
Mt. Vernon, Iowa 52314  
(319) 895-1234  
a-seat@cornellcollege.edu

February 13, 2009

Barbara A. James  
Software Engineer  
Billings Controls  
2260 Mountain View Road  
Billings, MT 59101

Dear Ms. James:

Ms. Julia Tandy, Director of Data Systems at Thomas Corporation, suggested that I contact you directly regarding a position opening with Billings Controls. I was excited to learn that you are looking for someone with a computer science background to work on your current upgrade project and would like to be considered as a candidate for that position.

As an intern at Thomas Corporation, I gained exposure to many of the same computerized manufacturing systems that are employed by your company. For example, I completed modification and testing on the systems used at Thomas Corporation. Given my internship experience, as described in the enclosed resume, as well as my educational background, I am confident that I would be an asset to your project team.

I would appreciate the opportunity to speak with you about my qualifications in detail and how I might make a contribution to your organization. During the week of February 20, I will call your office to see if such a meeting can be arranged.

Thank you for your consideration.

Sincerely,

Ashley Seat

Enclosure

## Sample Thank You Letter

Box 456, Cornell College  
810 Commons Circle  
Mt. Vernon, IA 52314  
January 6, 2009

Mr. Henry Stager  
Human Resources Supervisor  
The Morgan Group  
444 Sunny Drive  
St. Paul, MN 55555

Dear Mr. Stager:

Thank you for the opportunity to interview with you on Tuesday, January 4 for the position of Sales Representative. The experience reaffirmed my interest in your company and my confidence that my background will be beneficial to the goals of The Morgan Group.

As we discussed, my summer experiences in sales and customer service are directly relevant to the skills and qualities that you seek in your sales representatives. Specifically, as you strive to diversify your market, my contact with customers of varying ages and backgrounds will position me to implement sales strategies quickly and effectively. I am also excited about your training program and the specifics we discussed on Tuesday. As my past successes have indicated, I learn quickly and am adaptable to any situation.

I look forward to seeing you again and meeting others within The Morgan Group as well as visiting your new facilities. If you have any further questions or need additional information, please let me know. Thanks again for your time and consideration.

Sincerely,

Thomas C. Moore

## Sample Withdrawal from Consideration Letter

Box 890, Cornell College  
810 Commons Circle  
Mt. Vernon, IA 52314  
March 15, 2009

Mr. Marty Johnson, Director of Marketing  
Wonder Building Products, Inc.  
111 Industrial Parkway  
Hampton, IA 50441

Dear Mr. Johnson:

It was informative to meet with you and your staff last Wednesday to discuss your opening for a Central Iowa Marketing Representative. Your company has a very fine reputation in Iowa and the surrounding states. After careful consideration, I have decided to withdraw my application for the position.

At this point in my career, I feel it would be beneficial for me to explore other opportunities in marketing that will help me attain my goal of becoming a marketing consultant. While your position would be an excellent opportunity, it would be a lateral move from my part-time and summer positions.

Thank you for taking the time to interview me and giving me the opportunity to learn about your needs. I hope your hiring search will soon be successful.

Sincerely,

Tracy J. Carlson

## Sample Acceptance Letter

Box 123, Cornell College  
810 Commons Circle  
Mt. Vernon, IA 52314  
May 10, 2009

Ms. K.L. Waters, Partner  
Waters, Smith and Connors  
100 East High Street, Suite 801  
Des Moines, IA 52803

Dear Ms. Waters:

To confirm our phone conversation of May 9, I would like to formally accept your offer of the position of staff accountant at \$2,234 per month in your Des Moines office. I am very pleased to become part of your organization.

As we discussed, I will be moving to Des Moines within 3 weeks and will be able to begin my employment on June 3, 20xx. I understand that your firm offers relocation assistance. Please send me the information you referred to concerning expense reimbursement.

I look forward to joining Waters, Smith and Connors.

Sincerely,

Rhonda J. Walton