

Correspondence Letters

Cover Letter *TEMPLATE*:

Your Present Address
City, State, Zip Code

Date of Letter

Individual's Name
Title
Company
Street Address
City, State, Zip Code

- ▣ A cover letter should accompany your resume
- ▣ Address it to appropriate hiring manager, if possible
- ▣ It should be tailored to show how you fit the needs of the company and available position

Dear Mr. /Ms. /Dr. _____:

INTRODUCTION:

Clearly state why you are writing and how you learned about this position and the organization. Identify any connections that you may have with the organization. Express your interest and summarize your qualifications or goals.

PROOF OF QULAIFICATIONS/FIT:

(1-2 paragraphs) Identify your strongest skills/qualities from your resume and explain how these specifically apply to the position. Refer to the job description and be specific in matching yourself with the job. Demonstrate that you have researched the organization. Explain how this can be a mutually beneficial working relationship.

STRONG FINISH:

Re-emphasize your interest in this role, summarized how you would fit into this position within the organization. Express an interest in an interview or learning more about the opportunity. Provide your contact information and availability for them to reach out. Finally, express gratitude for their time.

Sincerely,

Your Handwritten Signature

Your Name Typed

Enclosures (denotes resume, applications, etc. that are enclosed)

Cover Letter SAMPLE:

1234 Travis Drive
Jacksonville, FL 32224

April 19, 2018

Ms. Janet Osgood
Executive Director
Healthy Teens, Inc.
1234 Jacksonville Avenue
Jacksonville, FL 32224

Dear Ms. Osgood:

I am writing to apply for the Program Coordinator position with Healthy Teens, as advertised on your website posting last week. I will graduate from the University of North Florida on April 27, 2018 with a Bachelor of Science Degree in Health and a concentration in Public Health. My previous experience in non-profit organizations and working with youth will meet the needs of your program and I am excited by the possibility of joining the Healthy Teens team.

I currently serve as a volunteer with Youth Connections. As part of this experience, I have had the opportunity to work with a team to develop a mentoring program. This initiative featured a unique, hands-on approach to creating a healthy environment for youth based on behavioral modification. I have also been involved with various local health programs, including the Jacksonville Chamber's Blueprint Initiative. Here I led a team to identify local health challenges and associated resources for treatment and support. In addition, my experience working on two public relations campaigns allowed me the opportunity to create various marketing and promotional materials. I believe that my passion for helping others within my community combined with my education and experience, will make me a valuable asset to your team.

Enclosed is a copy of my resume for your review. I would greatly appreciate the opportunity to meet with you and discuss this opportunity further. I can be reached at 904-123-4567 after 3:00 p.m. or via email at sosprey@gmail.com. Thank you for your consideration. I look forward to speaking with you soon.

Warm Regards,

Suzanne Osprey

Suzanne Osprey

Enclosure: Resume

Thank you Letter SAMPLE:

7654 Tallulah Parkway
Jacksonville, FL 32224

May 4, 2018

Ms. Kelly Storm
Executive Director
Crosshaven Foundation
889 Gladys Drive
Jacksonville, FL 32224

Dear Ms. Storm:

Thank you for the opportunity to speak with you earlier today. Our meeting has solidified my interest in working as a Care Coordinator for Crosshaven Foundation.

I was very impressed with your company and the support you provide to the community. I am confident that my previous experiences in non-profits and administration will allow me to serve your clients effectively. In addition, I value providing quality services that allow clients to form a trusting relationship with the company.

Again, I appreciate your time and consideration. Should you have further questions, please feel free to contact me. I look forward to hearing from you soon.

Warm Regards,

Janice Parker

Janice Parker

- ▣ Send an email thank you letter within 24 hours of meeting with a professional.
 - The format will exclude the contact information provided before the salutation.
- ▣ You may also follow the email with a letter sent in the postal mail, written in the business format provided here.

Letter of Decline for Job Offer TEMPLATE:

Your Present Address
City, State, Zip Code

Date of Letter

Individual's Name
Title
Company
Street Address
City, State, Zip Code

- ▣ You must decline a job offer using the same method the offer was given.
 - If offered via phone, decline first via phone call

- ▣ A written decline can be used if the offer was made via email or if you choose to follow your phone decline with a written letter.

Dear Mr. /Ms. /Dr. :

Thank you for offering me the position of (job title) at (company) regret that I have decided to decline the offer. I have had an offer from another organization for a position more closely aligned with my skill set. After much thought, I have chosen to accept this position.

I have been consistently impressed with (company) 's commitment to its customers and employees. I wish you the best in your future endeavors.

Sincerely,

Your Handwritten Signature

Your Name Typed