

UNDERGRADUATE CAREER SERVICES: PROFESSIONAL CORRESPONDENCE LETTERS

WHAT ARE PROFESSIONAL CORRESPONDENCE LETTERS?

Whether writing a cover letter, thank you note, or informational interview request, correspondence should always be professional and error free. Correspondence to a potential employer or business contact also needs to be written concisely and respectfully, using proper grammar. Below are key points to remember when crafting professional correspondence.

KEY POINTS:

- Do not use text language or shorthand (4 me, U r great, btw).
- Unless told directly by the contact, do not use the contact's first name, always address the person as (Mr., Mrs., Ms., Professor, Doctor).
- Always double check correspondence. Misspellings or missed punctuation may give the perception that the work you produce would be careless.
- If you are declining an offer, speak to your lead contact over phone before sending correspondence via e-mail. A phone call shows you are professional and being considerate of their time and effort in recruiting you.
- When interviewing with multiple people, be sure to send each interviewer an individualized thank you email and note. If you are not able to obtain every persons' contact information, send correspondence to your main contact and let them know you were unable to find contact information for the others. You can ask your lead contact to relay the thank you message.
- When sending email correspondence, use an appropriate email address (john@gmail.com instead of partyanimal@gmail.com).
- Send thank you emails within 24 hours of your meeting.
- When sending LinkedIn requests make invitations personalized for each contact.
- If you are not offered the position/internship, be sure to send a thank you email expressing your appreciation for their time.
- After an interview, use the thank you email to highlight the main skills that will make you a great fit for the company; or a unique interest/topic that was discussed in the interview.
- Additionally, the post-interview thank you email can be used to touch on a question you might have answered poorly during the interview.
- Keep a file for letters/emails/LinkedIn messages sent as reminders for dates of correspondence and what was discussed.

Model of a Cover Letter

Your address (SAME HEADING AS ON YOUR RESUME-THIS CAN BE CENTERED AT THE TOP) City, ST Zip Date

Name of Contact Person
Title
Organization
Street address
City, ST Zip

Dear (contact person),

Opening Paragraph: State the reason you are writing and to what position you are applying. Use a strong opening sentence(s) to make the reader want to continue reading. Include how you heard about the position and the name of the person (if any) who referred you to the job or the organization.

Body Paragraph: Choose the most relevant information for the position in this section. Convince the reader of your skills, identify past accomplishments and highlight previous experiences. State the skills/strengths you will bring to the job and that parallel those needed to fill the position. You can choose to do this by using a block paragraph style or by using bullet points.

The body paragraphs are also a chance to briefly explain parts of your resume, such as a career/industry change or geographical moves. If there is nothing to explain, you can also comment on your knowledge of the company (their products, services, or special projects) and why you are interested in working for them. Keep in mind that a cover letter is used to show how you can bring value to a company, as oppose to how that company will help you move along in your career.

Closing Paragraph: Ask for an interview or an opportunity to meet in person. You could also tell the person you plan to call on a designated date to follow up or that you are available to meet at his/her convenience. Make it easy for them to contact you by listing your phone number here, as well as times you can best be reached.

Sincerely, (Respectfully, etc.)

(sign your name)

Your Name Typed

Name

P.O. Box 123456 ▪ Seattle, WA 98105 ▪ (404)123-1234 ▪ Email@uw.edu

September 16, 2011

Recruiting Coordinator
Bain & Company, Inc.
3280 Husky Road NE, Suite 2400
Seattle, Washington 98105 USA

Dear Ms. Blank,

I am applying for the Associate Consultant position at Bain & Company. Currently, I am a senior at the Michael G. Foster Business School at University of Washington. Based on my coursework and previous work experience, I believe I would be an excellent fit for Bain's Associate Consultant position. My strong analytical skills, emphasis on teamwork, and entrepreneurial spirit will help add value to the team. Each of these qualities is reflected in my prior experiences and academic achievements:

- **Analytical Skills:** At Launch Funding Network, I utilized analytical skills in determining the adequacy of business plans for companies across various industries. Through careful consideration of the financial projections and the business model, I prepared reports for CEOs with recommendations on how to proceed with investor funding.
- **Emphasis on Teamwork:** As a member of Alpha Kappa Psi I regularly work alongside the President and the executive board to constantly improve and ensure the successful execution of all chapter initiatives.
- **Entrepreneurial Spirit:** Through my time at Foster, I have consistently sought out opportunities to further develop my own ideas and to challenge my thinking. One example of this can be exemplified by my internship experience at (r)evolution, inc. This experience forced me to constantly go beyond the obvious, but also take the initiative to explore new areas of growth for the company. In developing my entrepreneurial spirit, I have learned the importance of hard work, dedication, and the persistence to think both creatively and analytically in order to achieve superior results.

I have enclosed my resume for your review. I look forward to the opportunity to discuss my background with you further in person. Thank you for your time and consideration.

Sincerely,

Student

Enclosed: Resume

CITI INSTITUTIONAL CLIENTS GROUP

390 Greenwich Street
New York, NY 10013

NAME
email@uw.edu | 205.123.4567
605 Fremont Circle P.O. Box 123456
Seattle, WA 98105

January 10, 2012

RE: Summer Analyst – Capital Markets Origination

Dear Mr. Blank,

I am writing to express my interest in working for the Capital Markets Origination division of Citi as a Summer Analyst. I am currently a junior at the Michael G. Foster School of Business at the University of Washington pursuing a double concentration in Finance and Accounting, as well as a minor in Arabic. I am specifically interested in working in the Leveraged Finance group in CMO due to both the execution focus of the group and the in-depth exposure within one particular product area this opportunity would provide.

At University of Washington, I have maintained a competitive GPA while interning and being involved in multiple extracurricular activities. I was a Business Analyst Intern at Argo Systems, a premiere Program Accounting and Affiliate Management Software Company, where I analyzed client company annual reports using Excel, as well as worked directly with C-level executives to assess client feedback. Additionally I have held numerous leadership positions, including being selected as a Teacher's Assistant for Arabic as well as a Calculus and Statistics Tutor, indicating my strong quantitative and analytical abilities.

Citi has a truly global presence with access to products and markets that is unmatched, but also people who are extremely smart and down-to-earth. This is an environment where I am confident that with my academic, extracurricular, and financial background, I can make a strong and immediate contribution.

I would greatly appreciate the opportunity to work in the CMO division of Citi as a summer investment banking analyst. Please feel free to contact me at (phone) or via e-mail. Thank you again for your time and consideration. I look forward to hearing from you.

Sincerely,

Student Name

Name

6681 Sueno Drive • Seattle, WA 98102 • (206) 111-1234
student@uw.edu
<http://www.linkedin.com/in/studentname>

October 28, 2012

J&T Pharmaceutical
11 Riker Street
Chicago, IL 60629

Dear Hiring Manager:

I recently saw the Marketing Coordinator position (requisition #74595) posted on Husky Jobs through the University of Washington. J&T Pharmaceutical is regarded as one of the leading pharmaceutical/medical device companies, and I have been following your company's recent acquirement of Bio Medical Devices. The expansion and growth of your company confirms my interest in joining your organization in the Marketing Coordinator position. I bring an integrative marketing approach gained through previous marketing internship experience and a degree in Marketing from the Michael G. Foster School of Business at the University of Washington.

During my senior year, I took particular interest in the pharmaceutical and medical device sector and have recently finished an internship at Northwest Pharmaceutical (NP). During my time at NP, I had the opportunity to work directly with the VP of Marketing in order to strategize and implement their social media blitz campaign, which included Facebook, Twitter, and LinkedIn. Furthermore, during my internship at NP, I facilitated focus groups, whose information was used for NP's market strategy forum. My internship experience, combined with my marketing degree, provide me a wide range of experiences and knowledge to make an immediate impact within the marketing department at J&T Pharmaceutical. Finally, through my LinkedIn page, you can find a variety of marketing projects completed during my time at the University of Washington.

I would be thrilled to become a part of J&T Pharmaceutical's marketing department and have enclosed my resume for your review. Thank you for your time and consideration and I look forward to the opportunity to speak with you in person. I can best be reached at (206) 111-1234.

Sincerely,

Student Name

SAMPLE COVER LETTER - EMAIL

Good Afternoon:

Attached please find my resume, which I am sending in response to your advertisement for a summer internship at Blackstone.

I am a junior at the University of Washington, Foster School of Business with a full academic scholarship, a 3.97 GPA and a strong background in finance. I spent the last summer at J.P. Morgan in their global private equity group. I have worked on live deal teams in a variety of industries and am highly-proficient in Microsoft Excel. Additionally, I have been trained to value companies through a variety of methods and have achieved Deal Maven certification in applied financial modeling and discounted cash flow analyses.

I believe that my relevant experience, passion for the financial world and proven track record of motivation and success qualifies me for the internship you are seeking to fill. I look forward to hearing from you soon.

Sincerely,

Student Name

INFORMATIONAL INTERVIEWS

Informational interviews are an opportunity to learn about an industry or a career by meeting one-on-one with someone in the profession. Because you are a student, there will be many professionals willing to meet with you because they remember what it was like to start creating a professional network or explore career options.

It is a powerful opportunity to learn detailed information on a company, possibly visit an organization in person, and create a personal connection with a professional. Informational interviews have also become a tool in the job/internship search process, as they can help expand your professional network. If a face-to-face meeting is not possible, you can always conduct an informational interview via phone.

Here is a sample request e-mail:

Dear Mr. Blank:

Hello, my name is Jane Smith and I am currently a sophomore at the University of Washington, studying Finance in the Foster School of Business. I received your contact information from (a mutual contact name), who thought you would be a great person to learn more about and discuss the field of consulting.

I'm writing to ask if you would be willing to meet for a 30 minute informational interview. I would like to learn about your career path, day to day work, and how I can further prepare myself for a job in consulting.

If you are willing, I would be free to meet on Mondays or Wednesdays between 12:30 and 4:30 pm. If this is a busy time for you, perhaps we could conduct the informational interview via phone. I realize you have a very demanding schedule, but any information about your career path and industry would be greatly appreciated.

Thank you for your consideration,

Student Name

Contact information

SAMPLE THANK YOU LETTER

Dear Mr. Blank,

Thank you for taking the time to meet with me this afternoon, it was a pleasure to meet with both you and Andrew. I enjoyed our meeting, which reinforced my interest in being a part of the Search Discovery team.

From our conversation, the internship seems to nicely complement my previous experience in web analytics, research, and consulting. It also would provide a solid platform for me to apply my academic training in marketing, and utilize my strengths in analytic and strategic problem solving. The most appealing aspect of the internship is being a part of, and learning from, an engaged and dynamic team which sets Search Discovery apart from many other companies.

Thanks again, and I look forward to hearing from you.

Sincerely,

Your Name