

EXAMPLE LETTERS FOR SEARCH RESPONSES

Set up WORD and use the WORD mail merge function if you are doing a lot of letters and incorporate the body of what is below into that format. Example number 1, is fully done. All the rest are shortened and do not contain salutation, closing titles, etc.

1. COVER LETTER FOR RECRUITERS

Date:

Inside Address:

Mr. Fred E. Coon (get a middle initial if at all possible)
President
FEC Enterprises, Inc.
14451 South 8th St.
Phoenix, AZ 85048-4440

Dear Mr./Ms. :

I am seeking a challenging position where my **(include your two most important core competencies)** skills may be utilized.

In the attached resume, you will also see that I have additional areas of expertise as follows: (don't use a box you can see)

- | | |
|--|------------------------------------|
| → Product and Design Management | → Product and Design Management |
| → Project Lifecycle Management | → Product Management |
| → Recruiting, Training and Supervision | → Customer Relationship Management |

I may be reached at the phone number shown above should you require additional information.

Yours truly,

Always put three returns between Yours truly, and your typed name.

Fred E. Coon

Enclosure

2. A SHORT NOTE TO ANSWER PRINTED ADS

I saw your ad and I am interested in the **(list position name or title)** position you have posted. As you can see from the attached resume, my two main strengths are **(insert two of your strengths mentioned in the ad)**. (Put them below in CAPS as follows):

Product Design and Management

Project Lifecycle Management

As you read the attached resume, you will see that my qualifications are an ideal match for your current opening. I would appreciate the opportunity to meet with you and discuss how my background can contribute to your company.

I look forward to your response and to our conversation.

3. EXPLORING AN OPPORTUNITY THAT MAY OR MAY NOT EXIST

I recently read your ad for the position of _____. I am contacting you because it appears that you are growing and might need people who can contribute to your growth. Specifically, you may wish to expand your (INSERT THE WORD THAT COVERS YOUR PARTICULAR AREA HERE) area and seek to employ people with my skills.

As my attached resume shows, I am well-adapted to participate and contribute positively to changes due to growth and expansion.

I have researched your company and it is a place where I would be delighted to work. I feel I can make a contribution to your growth efforts. I would appreciate the opportunity to meet with you and discuss how I may contribute.

Please call me at your earliest convenience.

4. GROWTH OR EXPANSION OPPORTUNITIES

Recently, I read of your company’s growth in (THE WALL STREET JOURNAL OR OTHER PUBLICATION LISTED HERE). Growth and expansion usually generates a need for additional (MANAGEMENT or your field here) team members. I would like your consideration for one of these positions.

As the attached resume shows, my areas of expertise include:

- P & L Performance
- Inventory Control and Auditing
- Supply Chain Infrastructure Management
- JIT – Lean Manufacturing
- OSHA/DOT/FDA/ISO 9002
- Labor Management Standards

If you are seeking individuals with my expertise, I would welcome the opportunity to meet with you and discuss your needs and possible contributions I may make to your growth.

I will call you (STATE WHEN AND THEN DO IT) to determine if there is a convenient time for us to meet.

5. TROUBLE, RIGHT HERE IN RIVER CITY, THAT’S SPELLED WITH A T.....

In a recent (ARTICLE or REPORT or NAME THE JOURNAL OR NEW RAG YOU READ IT IN) your company reported a (SLOWDOWN, DOWNTURN, LACK OF, ETC.) growth. I have worked under similar conditions and made positive contributions to those (TURNAROUNDS, REVERSALS, ECT.) and feel that my strengths may be of value.

The enclosed resume demonstrates that I can (RUN, CREATE, DEVELOP, ETC.) a profitable operation. I would welcome the opportunity to make similar contributions to your organization.

I (WILL CALL, WRITE, YOU CALL ME, ETC.) to discuss possibilities that may exist.

6. A NEW BOSS HAS BEEN PROMOTED OR HIRED AND YOU WANT TO WORK FOR HER/HIM.

Congratulations on your (PROMOTION, NEW POSITION, NEWLY-APPOINTED POSITION, CREATED POSITION, ETC. AS APPROPRIATE). After you settle in, one of your first functions will be to review your manpower, evaluate your current staff and make decisions on personnel required to help you achieve your new goals.

If you conclude that you need new staff, I would appreciate your considering me for such positions.

I've attached my resume that outlines some of my skills and competencies. Here is a short summary.

- P & L Performance
- Inventory Control and Auditing
- Supply Chain Infrastructure Management
- JIT – Lean Manufacturing
- OSHA/DOT/FDA/ISO 9002
- Labor Management Standards

I will call you (STATE WHEN AND DO IT) to schedule a mutually convenient time for us to meet.

7. INTRODUCING NEW PRODUCTS, SERVICES, OR OTHER ITEMS

This week, I read of your (INTRODUCTION OF, DEVELOPMENT OF, ETC.) (XYZ PRODUCT OR SERVICE NAME).

This must be an exciting event in your growth plan. Generally, this also notes the need to consider additional personnel to carry out the implementation.

I am approaching you because I believe my credentials will assist you in accomplishing your goals. My resume is attached and it highlights my skills and competencies.

I believe we might benefit each other and I would like to meet with you to discuss such a possibility.

8. “I AM OVERQUALIFIED BUT WANT TO BE CONSIDERED FOR OTHER POSITIONS”

I just read your ad for _____. Historically, as companies grow, they become more productive and increase their needs for qualified personnel to help them maintain that positive growth momentum.

I am experienced in increasing productivity and enhancing profitability. Here are a few of my core competencies:

- P & L Performance
- Inventory Control and Auditing
- Supply Chain Infrastructure Management
- JIT – Lean Manufacturing
- OSHA/DOT/FDA/ISO 9002
- Labor Management Standards

I am interested in your company and I would love to meet you to discuss under what conditions I might contribute. Please call me at your earliest convenience.

9. UNDERQUALIFIED AND WANT TO BE CONSIDERED FOR SOMETHING...

I saw your ad for _____. When you have found the candidate you seek, would you be kind enough to hand them my attached resume. I have proven experience (AS A, IN THE FIELD OF, IN, ETC.) (LIST THE JOB TITLE OR FIELD YOU WANT HERE).

When your new (TITLE OF THE PERSON YOU MIGHT REPORT TO) focuses on personnel, I believe I have credentials that he or she might wish to consider. A few of these are listed below:

- P & L Performance
- Inventory Control and Auditing
- Supply Chain Infrastructure Management
- JIT – Lean Manufacturing
- OSHA/DOT/FDA/ISO 9002
- Labor Management Standards

These represent only a few of the skills I might bring to your company. I believe I will be an asset to your organization. I would appreciate a scheduled meeting with the successful candidate or someone else in your company to discuss other roles where my skills meet your needs.

10. QUICK LETTER TO A PERSON WHO HAS AGREED TO BE YOUR REFERENCE

I really appreciate your agreeing to be a reference for me.

I have enclosed my latest resume (or your new **one-page career profile**) that you may use should you receive a call from a prospective employer.

I will do my best to let you know if they are going to call you. When you receive a call, would you please be kind enough to inform me.

Once again, thanks for your help. It is greatly appreciated!

11. ONE OF THE MANY FORMS OF LETTERS USED WHEN WORKING YOUR NETWORK

Recently, I began my job search. I've attached a resume but you are not required to act upon it. It is strictly an informational copy. Also, I am not going to ask you for a job. What I do seek is your valued advice.

My immediate objective is to secure a position in (STATE YOUR JOB TITLE OR FIELD HERE).

As you look over my resume, I would appreciate your thinking about other options I should consider as I work on my career campaign. Who, among your friends, business peers, and acquaintances, should I be speaking with to gather more information so that I can make more informed decisions before I actually begin my search.

Also, as you look my resume over, please feel free to make any suggestions as to how I may improve it.

I am not looking for an immediate response from you nor am I looking to intrude into your valuable time. What I do seek is your advice. In a few days, after you've had a chance to look over my resume and gather your thoughts about my search strategy, I will call you. Don't wait on me, however. If you think of something right away, call me at (INSERT YOUR PHONE NUMBER HERE).

I would like to thank you in advance for your kindness in reviewing the resume and providing your valuable advice.