

# JOB SEARCH CORRESPONDENCE

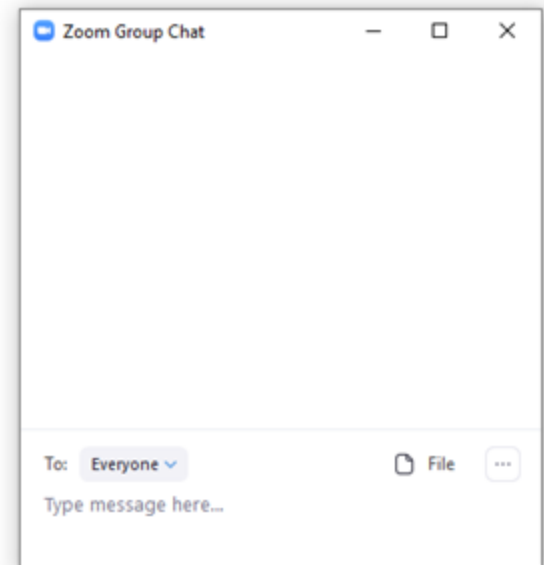
**UCI** Division of  
Career Pathways

# Zoom Features

You will be muted for the entirety of the presentation.

In order to hear the audio broadcast of this webinar, you will need a phone, computer speakers or a headset.

You may send questions directly via the chat panel



# AGENDA

## Cover letters

📄 Formal introductory letter

📄 Email

## Thank you notes

## Additional correspondence

## Tips

# COVER LETTER

- What is it?
- When do I need one?
- To whom do I address the letter?
- Do I have to rewrite my cover letter for each position?
- What if I cannot send a cover letter (there is an online application)?

# COVER LETTERS

- Use contact or source if applicable
- Demonstrate enthusiasm
- What position you are applying for
- Your interest in the company (show knowledge of company)
- How your skills match their specific qualifications (use job description for clues)
- Why YOU are the best fit for the position
- Follow up action

# COVER LETTER

## Format

Your Name and  
Contact Information

Date

Employer's Name, Title,  
Company and Address

Specific Person

- No Indentations
- Left Justified
- Blank Line between Paragraphs

## Content

Why are you writing  
How did you hear

Match you to them

Follow Up

Signature

The diagram shows a cover letter template with the following sections from top to bottom:

- A box for "Your Name and Contact Information".
- A box for "Date".
- A box for "Employer's Name, Title, Company and Address".
- A box for "Specific Person".
- A large box for the first paragraph of the letter.
- A large box for the second paragraph of the letter.
- A box for "Follow Up".
- A box for "Signature".

# SAMPLE COVER LETTER

**Evan Lee**

12345 Stanford Avenue | Irvine, CA 92617

March 7, 20XX

Karen Packard  
Recruiting Manager  
Enterprise Rent-a-Car  
987 Corporation Drive  
Irvine, CA 92602

Dear Ms. Packard:

I would like to join the Enterprise Rent-a-Car team as an Entry-level Management Trainee. After reviewing the job description on Handshake and the Enterprise website, I know this position is an excellent match for my interest in sales and management. I was also excited to learn more about the core values at Enterprise such as service, hard work, community, and fun as these fit with my own work values.

I am a senior majoring in Psychology and Social Behavior at the University of California, Irvine, and look forward to applying my strong communication and leadership skills in a management training program. Last year as a Resident Assistant, I worked on a team of 8 members to foster the academic, social, and cultural programming in the residence hall. We also work together to help students adjust to college and to provide an enriching residential atmosphere. In this role I was responsible for the well-being of 50 first-year students which helped me develop and refine my management skills. It was through this experience that I became aware of my passion for leadership and teamwork and where I learned the importance of effective interpersonal communication. I will use these skills as a successful Management Trainee at Enterprise.

I would like the opportunity to meet with you and discuss my qualifications in greater detail. Please feel free to contact me at 555.123.1234 or [evanlee@gmail.com](mailto:evanlee@gmail.com). Thank you in advance for your consideration.

Sincerely,

Evan Lee

# EMAIL COVER LETTER

## **Subject Line, Attachment Name**

Dear Ms. Kim,

I am a current student working towards a Bachelor's degree in Social Sciences at the University of California, Irvine. I am applying for an internship position to work with the Children's Wish Foundation.

I currently volunteer in an after school program at a local elementary school in Santa Ana and have worked with middle school students in years past. As a volunteer camp counselor for the middle school retreat that my church holds every summer, I have had experience in planning and facilitating activities as well as working with children in both individual and group settings. I am eager to bring my enthusiasm, program planning experience and passion working with children to help make the best possible experience for each child's wish.

Attached is my resume which provides additional information about my undergraduate work and job experience. I look forward to meeting with you and to further discuss my background and qualifications. Feel free to contact me at 949-824-8800 or bethsherman@gmail.com.

Thank you for your time and consideration.

Sincerely,  
Beth Sherman



# SAMPLE THANK YOU LETTER

Dear Mr./Ms. Last Name:

Thank the interviewer for devoting the time to discuss the available job. (1-2 sentences)

State your reasons for considering the job. (i.e., Why you feel you are qualified, and how the employer will benefit from hiring you). (3-5 sentences)

Again, express your interest and that you enjoyed the opportunity to meet. (1-2 sentences)

Sincerely,

Your Full Name

# ADDITIONAL CORRESPONDENCE

Dear Ms. Jones,

I want to thank you for the opportunity to interview with you next Wednesday. I am excited to talk with you about your company and how my skills match your position.

I look forward to meeting you at your office on Wednesday, May 21st at 3:00 pm.

Sincerely,

Beth Sherman

# ACCEPTING OR DECLINING A POSITION

Include thanks and appreciation

If accepting, reiterate the terms of offer; show enthusiasm for position

If declining, keep it simple and to the point. Try to let them know ASAP. Provide brief reason (but no need for thorough explanation)

# GENERAL GUIDELINES

Keep it professional

Demonstrate your ability to write effectively

Respond promptly

Re-read everything before you hit send!

❓ Are you addressing the correct employer?

❓ Check for spelling errors/typos

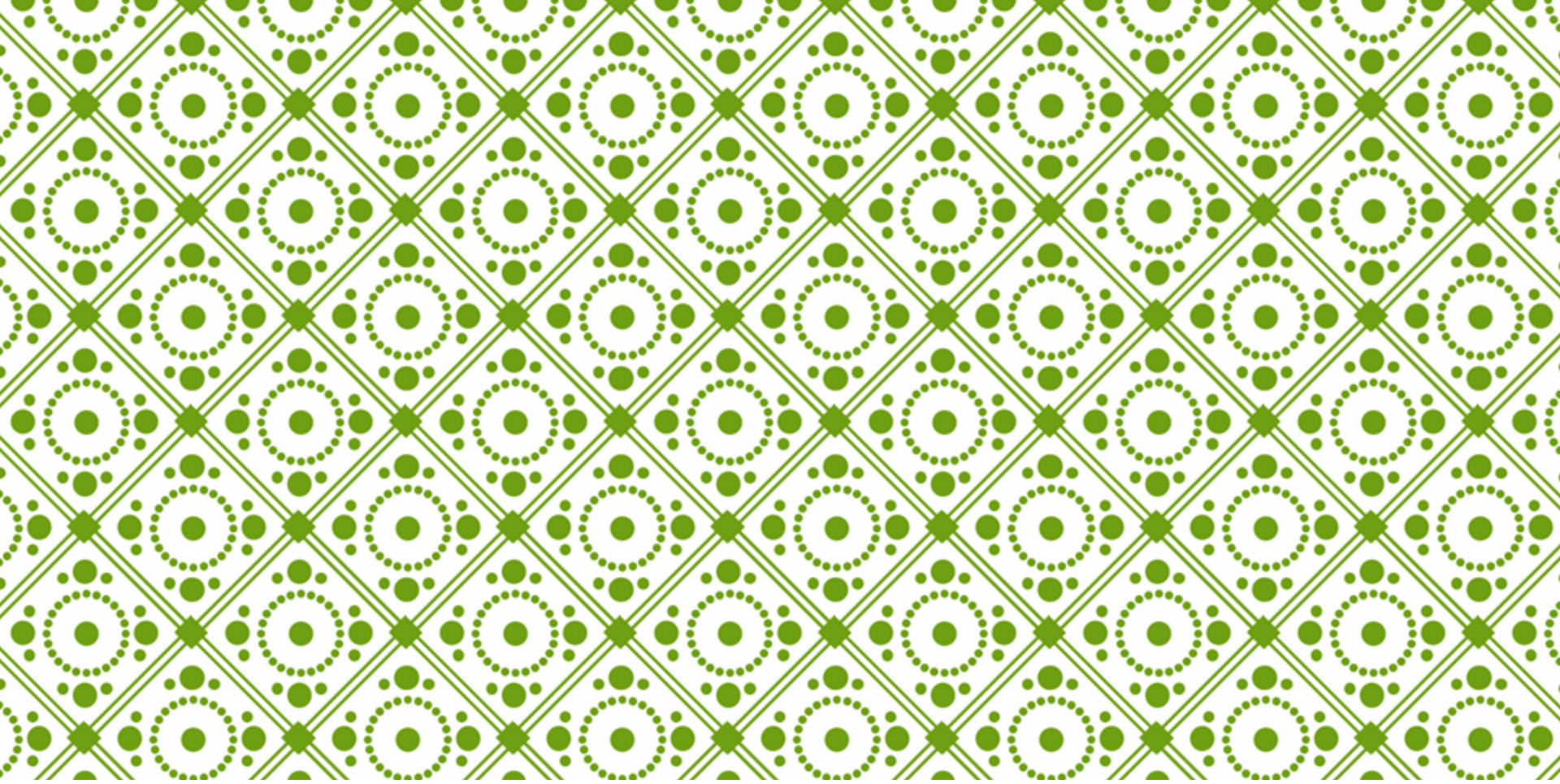
# ADDITIONAL SUPPORT

§ Resources on DCP's website: [www.career.uci.edu](http://www.career.uci.edu)

§ Virtual Career Appointments:

30-minute appointments to

discuss career exploration, job/internship search, graduate school planning, etc. Book in [Handshake](#)



QUESTIONS?

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