**E-MAIL LETTER**  
(for online applications)

Companies often ask applicants to apply online.

- Don’t copy and paste your cover letter, résumé, reference page, or other requested documents into an e-mail. The formatting frequently gets changed in an undesirable way.
- Compose a brief e-mail and attach the requested documents in a read-only format such as a PDF. In the e-mail, include:
  - Position title
  - How you learned of the position
  - Reference the attached documents
  - Your name and contact information

**SAMPLE E-MAIL LETTER**

Do not copy verbatim!

To: employer@abccompany.com
From: DoeJane@uwplatt.edu
Subject: Civil Engineering Position – Jane Doe

Dear Ms. Clark:

This e-mail is in response to the ad posted in the UW-Platteville Pioneer Career Network for the Civil Engineering position at ABC Company (Position Reference Number 333). Please accept my attached cover letter and résumé as my application for this position. My education, skills, and experience closely fit the job description, and I hope to hear from you soon.

Thank you,

Jane Doe  
888-888-8888  
DoeJane@uwplatt.edu

**THANK-YOU LETTER**

A thank-you letter should accomplish three things:
1. Convey your appreciation to the interviewers for their time.
2. Reinforce your interest in the company. You can reference appealing details of the job or enjoyable topics discussed in the interview. If you did not mention something in the interview, you could include it.
3. Offer to provide additional information and mention that you look forward to hearing from them.

Send a thank-you letter to everyone who interviewed you within 24 hours of the interview.

**SAMPLE THANK-YOU LETTER**

Do not copy verbatim!

Use the same heading (name and contact information) as your résumé if sending a hard copy.

December 4, 20XX

Dr. Julia Edmonds
Director of Technical Design Group
Atlantic Engineering Systems, Inc.
1220 Warwick Avenue
Newport News, VA 23607

Dear Dr. Edmonds:

Thank you for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and designs.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. I think my education and cooperative education experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your team. You provide the kind of opportunity I seek. Please feel free to call me at 608.345.6789 if I can provide you with any additional information. Again, thank you for the interview and your consideration.

Sincerely,

Frederick Bryan

**TIPS FOR WRITING**

**JOB-SEARCH CORRESPONDENCE**

Your goal is to communicate your value to a prospective employer in an understandable, brief, and positive way.

- Tailor your letters for each situation. Generic, mass-produced letters are ineffective.
- Address your letters to a specific individual with his or her correct title and business address.
- Keep the letters to one page. Eliminate extraneous words and avoid restating material from your résumé.
- Be honest. Always be able to support your claims with evidence and specific examples from your experience.
- Use the same high-quality paper as your résumé, as well as the same font and header.
- Avoid starting all of your sentences with “I.”
- Make a good first impression by having well-written, error-free letters.
- Sign the original hard-copy letters and keep copies of all your paper and electronic correspondence.

**REMEMBER THE THREE C’S OF WRITING**

Clear • Concise • Considerate

**WHAT DO EMPLOYERS VALUE?**

**TRANSFERABLE SKILLS**

Communication skills (verbal and written)  
Strong work ethic  
Analytical skills  
Teamwork skills  
Initiative

**HOW SHOULD I PREPARE?**

1. Research the company. What are they known for (e.g., quality, innovation, customer service)? You should be able to explain why you are interested in the organization.
2. If the job posting lists any specific qualifications, develop a checklist to help you remember to clearly demonstrate in your cover letter how you meet or exceed them.
3. Select the accomplishments, abilities, education, or leadership roles you have had that best illustrate why you are a desirable candidate for the position.
4. Follow the format and suggestions listed in the next section entitled “Cover Letter Components.”

**THINGS TO REMEMBER**

- Individualize and target each cover letter to the particular position you are seeking, and the company to which you are applying.
- It should be one page in length, so only highlight a few relevant points.
- Keep it positive.

**COVER LETTER AND THANK-YOU LETTER TIPS**

The cover letter serves as an introduction to your résumé, and it should accompany each résumé you send (i.e., mail, e-mail, or fax) unless an employer specifically requests not to receive it. Think of the cover letter as your “sales pitch” to entice a potential employer to read your résumé.

A cover letter is sometimes called a letter of application or letter of interest.

In your cover letter, answer the employer’s question “Why should I hire you?”

It should demonstrate how you could make a positive contribution to the company.

Explain what you can offer the company—not what the company can do for you.
SAMPLE COVER LETTER

Do not copy verbatim!

Use the same heading (name and contact information) as your résumé if sending a hard copy.

October 25, 20XX

Hiring Manager
Machines and Stuff, Inc.
1000 Gear Drive
Anywhere, WI 55555

Dear Hiring Manager:

While speaking with Tom Recruiter at the University of Wisconsin-Platteville Fall Career Fair event, I learned about the Wonder Machine Designer position that is currently open. I am very excited to apply for this position.

In December, I will be graduating with a bachelor’s degree in mechanical engineering. While at UW-Platteville, I have learned a great deal about machine design from my courses in Mechanical Systems, Automatic Controls, and Engine Design. How your company uses current ideas in flexible and programmable manufacturing systems while adhering to environmental waste and hazards regulations greatly interests me. During my co-op with Amazing Gadgets, I worked with programmable systems development. Also, as you can see from my résumé, I have had extensive experience with the use of SolidWorks in engineering design and analysis. These experiences, my strong communication skills in both English and Spanish, and my effectiveness in working with a diverse group of people make me an ideal candidate for the Wonder Machine Designer position.

Your position states that extensive domestic and international travel is required in the first two years of employment. Please know that I thoroughly enjoy traveling and this component of the position provides the career experience I am seeking as a new professional.

Once again, I am excited about the possibility of working for Machines and Stuff, Inc. I look forward to speaking with you about my qualifications. My phone number is xxx-xxx-xxxx and my e-mail is yourname@uwplatt.edu. Thank you for your time and consideration.

Sincerely,

Steven Schenk

Steven Schenk

Enclosures: Résumé, List of References, Design Project Report

SAMPLE ENVELOPE LAYOUT

Steven Schenk
1234 Main Street
Platteville, WI 53818

Hiring Manager
Machines and Stuff, Inc.
1000 Gear Drive
Anywhere, WI 55555

ACADEMIC AND CAREER ADVISING CENTER ● UW-PLATTEVILLE ● 0200 ULLSVIK HALL ● 608.342.1183 ● WWW.UWPLATT.EDU/ACAC

More sample cover letters and other job search correspondence can be found at www.uwplatt.edu/acac/letters.

COVER LETTER COMPONENTS

RETURN ADDRESS
Use the same heading as your résumé.

DATE OF LETTER
The date is typed two lines below the return address. Write the month first, then the day, followed by a comma and then the four-digit year (e.g., December 9, 2000).

RECIPIENT’S ADDRESS
Type the recipient’s name on the first line, his/her title on the second line, the name of the company on the next line, the street address on the fourth line, and the city, two-letter state abbreviation, and zip code on the last line.

SALUTATION
1. If you know the recipient’s name, begin with “Dear Mr.” or “Dear Ms.,” followed by the individual’s last name and a colon (e.g., Dear Mr. Jones).

2. If you have done everything possible to find out the name of the person who will read your letter and resume, you can address your letter in one of the following ways:
   Dear Hiring Manager:

   RE: Field Finance Manager Position, #23234

FIRST PARAGRAPH
The Position

1. Indicate the reason for writing (e.g., specific job opening or general position).

2. Explain how you learned of the opening (e.g., newspaper, website, PCN, friend, family member, professor). Remember to secure permission before using a person’s name.

SECOND PARAGRAPH
The Sales Pitch

1. Describe why you are interested in the position or the organization and its products/services.

2. Demonstrate what you can do for the employer based on the following:
   a. Practical work experience
   b. Relevant academic background
   c. Experience in a leadership position

Provide a concise overview of your specific achievements and qualifications that will reveal why you are a desirable candidate. However, do not repeat the same information found in your résumé verbatim.

THIRD PARAGRAPH
Possible Other Information

1. Mention other relevant information that may strengthen your candidacy (e.g., certification, foreign language, professional affiliations, relevant coursework).

2. Address any specific qualifications— if requested by the prospective employer.

3. List salary history or salary requirements—only if requested by the prospective employer ACAC has a resource entitled “Salary Negotiation Strategies” that may be helpful to you.

If the second and third paragraphs are brief, you may combine them into one paragraph.

FOURTH PARAGRAPH
The Conclusion

1. Restate your interest in the position or company.

2. Indicate your desire for a personal interview.

3. Give your phone number and e-mail address.

4. Convey your gratitude for his/her consideration.

CLOSING
A simple word such as “Sincerely” is sufficient.

SIGNATURE
Type your name four lines below the closing. Use the space between the closing and your typed name to sign your name. If you are sending the cover letter electronically, scan in your signature or select a font style that resembles a handwritten signature.

Enclosure – State exactly what is enclosed or attached (e.g., résumé, list of references, transcript).