



**EASTERN
CONNECTICUT
STATE UNIVERSITY**

Guide to Cover Letters

Office of Career Services
Division of Student Affairs
83 Windham Street
Willimantic, CT 06226
Telephone: 860.465.4559
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www.easternct.edu/career

The Cover Letter

Whether you send your resume in response to an advertisement, as an unsolicited inquiry, or upon the referral of another person, a cover letter must accompany it. The cover letter is used as a business transmittal letter, **a letter of professional introduction and an opportunity to generate employer interest in you**. As **it is the first contact you have with a potential employer**, its effectiveness and appearance are crucially important. It is your chance to introduce yourself in a form that is more individualized and personal than the resume. In a sense, the cover letter is a kind of conversation with the employer in which you have the first word. You may use this opportunity to impress the employer with your writing skills, your qualifications and your enthusiasm, while at the same time exhibiting your sincerity, personality and style – important elements in the hiring decision. **The purpose of a cover letter is to get the employer to read your resume.**

Your cover letter will send the desired message to employers if:

- you take the time to write a thoughtful and focused letter.
- you are concise, but say enough to capture the reader's interest.
- you sell yourself by indicating precisely how the employer can benefit from hiring you by:
 - expressing your qualifications and accomplishments
 - giving examples of experiences which support your claims
 - demonstrating knowledge of the organization

The letter should:

- be **one page** (approximately three or four paragraphs).
- be **addressed to a specific person** indicating their title whenever possible; each employer should think that his or her firm is important to you.
- conform to business style and be **error free**.
- **refer to your resume without repeating it** word for word.
- **compel the employer to read beyond the first paragraph**.
- Be **laser-printed on bond paper**. Your cover letter and the envelope that encloses it should match your resume paper, in quality of paper and color.

How to Express Your Experiences and Accomplishments

Using your resume as a guide, write down briefly what you did, what your responsibilities were and how you did the work. Then indicate what happened as a result of your efforts in terms of:

- How your accomplishments effected your student organization, summer job, etc.
- Dollars saved, new business generated, increased sales or profits.
- Improved efficiency, time saved, better procedures.
- Numerical and/or percentage measurements.
- Any problems or challenges that you took the initiative in addressing.
- Something you developed.
- A new program, procedure or plan you created or designed.
- Any original reports, brochures or other publications you authored.
- Any administrative or procedural recommendations you implemented, directly or indirectly.
- Any major decisions or organizational changes you actively participated in.
- Any award/certificate or commendation you received.
- A new process you implemented.

**Think in quantitative terms in order
to provide your audience with an
appreciation of the depth
and breadth of your
accomplishments.**

General Outline for a Cover Letter

Your Name (you may use the same heading at the top of your resume)
123 Snow Street
Anywhere, NH 06320
October 5, 20XX

(Use complete title and address)

Ms. Magnificent Employer
Vice President
XYZ Company
1234 Fifth Avenue
New York, NY 00000

(Address it to a particular person)

Dear Ms. Employer:

(Make the addressee want to read your resume. Be personable and enthusiastic)

OPENING PARAGRAPH: State why you are writing, name the position or type of work for which you are applying and mention how you heard of the opening or organization. Add a sentence that expresses how this position fits with your current career goals (or how you this position will allow you to contribute unique skills and experience).

(Be brief, but specific; your resume contains details)

MIDDLE PARAGRAPH: Explain why you are interested in working for this employer (mention some fact that you uncovered in your research) and specify your reasons for your interest in this type of work. If you have had *related work experience* or *education*, be sure to point it out. However, do not just reiterate what's on your resume. **Elaborate.** If you are responding to an ad, use **key words** found in the ad. Emphasize skills or abilities you have that relate to the job for which you are applying (give examples!) Be sure to do this in a confident manner and remember that the reader will view your letter as a sample of your writing skills. Convince the employer that you have the personal qualities and motivation to perform well. You may refer the reader to your enclosed resume (which gives a summary of your qualifications and achievements).

(Statement of action)

CLOSING PARAGRAPH: Do not be passive. Have an appropriate action; pave the way for the interview by indicating the action you will take to discuss initiating an interview date.

Sincerely,

(Always sign your letters—legibly. Use ballpoint pen --not felt-tip markers)

Written signature
Your name—Typed

(Note here your resume or other enclosures)

Enclosure(s)

NOTE: Business letter format allows some flexibility. For example, your address may alternatively be centered and the date and closure flush with the left margin. Try to center your letter so that top and bottom margins are equal.

Basic Guidelines

Do's

- Use paper that matches your resume in quality and color, standard (8.5 x 11) bond. Suggested colors: white, ivory, cream, light gray.
- Address your letter to a specific individual—this information can be obtained by calling the employer's Human Resources office, asking for the receptionist/secretary in the department you wish to work, researching company literature, etc. If you cannot find a name, substitute: Dear Director of Human Resources or Dear Sir or Madam, rather than To Whom It May Concern. You may also use: Dear Search Committee. However, this is a last resort. It is always preferred to use a person's name, spelled correctly!
- Adhere to business letter format. See sample letters.
- Include at least one reference to some aspect of the employer's profile that would indicate that you have done research and know what the employer is about.
- Use simple, direct language and correct grammar. Keep your letters professional. Avoid an overly familiar or overly formal tone.
- Proofread! The cover letter must be flawless—no White Out or erasures. If using a computer, don't rely on a spell check. Proofread the letter slowly, word for word; or have someone else proofread it.

Don'ts

- **Don't** try to say too much. Keep the letter to one page, preferably three or four paragraphs. Don't overcrowd the page, it should be easy to read. Remember that the letter will probably get no more than one minute's attention.
- **Don't** address the envelope by hand. For both the letter and the envelope, use a computer or an electric typewriter. If using a computer, use a laser printer (don't use a dot-matrix printer).
- **Don't** mass-produce your cover letter without individual names and addresses and specific references to the particular organization.
- **Don't** use your current employer's letterhead.
- **Don't** use clichés or jargon. Avoid such phrases as: "In answer to your ad" or "Enclosed please find a copy of my resume".
- **Don't** begin more than two or three sentences with "I".
- Close the letter by courteously informing the employer that you will follow it up with a phone call to inquire about any job opportunities they might have available and/or to discuss the possibility of an interview. If you are doing a mass mailing and don't have the time (or money) to call everyone, a more passive phrase such as "I look forward to hearing from you" can be used.

GRAMMAR/PUNCTUATION

Double space between paragraphs

Don't abbreviate months or streets

Don't use periods after state abbreviations

Use a colon after the salutation rather than a comma

Don't use a first name in the employer's salutation unless it is a close, personal friend

STYLISTIC PROBLEMS

Poor overall appearance—manual corrections, text crowded onto page

Lack of focus, disorganized-rambling style

Bland, boring text—mere recital of educational and work history

Text is too wordy—use of unnecessary words intended to impress

Gross exaggeration—lack of good judgment in emphasizing strengths

Aggressive pushy tone—assertive language becomes offensive

Self-deprecating tone—apologetic tone or reference to one's own lack of credentials

COMMON SPELLING ERRORS

personnel

liaison

recommend

accommodate

receive

counselor

council

Other Types of Letters

Included at the end of this booklet, you will find samples of cover letters, as well as samples of other types of letters intended to assist you in your job search. Each of these letters serves its own function and should be used accordingly. Always keep a copy of all letters sent. This provides a paper trail for follow-up and allows you to use these letters for future examples. Remember that the job search is a process that will be used throughout your professional career.

The Networking Letter – This letter is designed to gain access to information about your intended career. Through this letter you should seek informational interviews (either personal or phone interviews) that will allow you to refine your goals and better prepare your resume. Do not misuse this approach by using names given for the purpose of networking as contacts for employment interviews.

Prospecting Letters – The purpose of this letter is to prospect for unpublished vacancies in your occupation, to get your resume read and to generate interviews. They are, therefore, very much like the application letter except that they are more general. Rather than using specific position information (since in this case you are unaware of position vacancies), focus your letter on broader occupational and/or organizational dimensions. Describe how your qualifications match the more general work environment and occupational requirements.

The Thank-You Letter – This is one of the most effective, yet least used, tools in the job search. As a sincere letter of appreciation it establishes goodwill between you and the interviewer. It also serves the function of strengthening your candidacy by reminding the interviewer of your interview and by showing your continued interest in the position. A thank-you letter should be sent not only to potential employers, but also to any networking contacts.

Letter of Acceptance – This letter formalizes the agreement and expresses your professionalism. Indicate your acceptance of the offer of employment; restate position classification, compensation offered and the start date if previously established. Refer to the date of the original offer letter, meeting or phone call. If the initial assignment is a considerable distance from your home, or relocation is required, indicate travel plans and anticipated arrival date/time. Don't forget to express your excitement and appreciation.

Letter of Refusal – This is a good method of “not burning your bridges behind you.” Express your appreciation for the offer and for the employer's interest in you. Then briefly decline the offer. Be sure to do so in a positive manner.

RESOURCES

Cover Letters That Knock'em Dead – Martin Yate

Dynamite Cover Letters – Krannich and Krannich

High Impact Resumes & Letters – Krannich and Banis

200 Letters for Job Hunters – William Frank

COVER LETTER

Martin Goodman
125 Jordan Street
New York, NY 10027
(919) 821-7000

December 4, 20XX

Donald West
Management International, Inc.
742 West 29th Street
New York, NY 10013

Dear Mr. West:

Your ad in this week's issue of the National Business Employment Weekly for a Management Consultant coincides nicely with my interests and experience. I am very interested in this position and thus am submitting my resume for your consideration.

The ad states you are seeking an experienced manufacturing professional to assist in project work in North America and Europe. I would bring to this position the following relevant experience:

- 2 years operations management experience in World-Class Manufacturing Systems (Total Quality Methods and Team-Based Employee Work Systems)
- 6 months management consulting work in Germany — fluent in German

In addition, I have been frequently cited by clients for my exceptional planning, communication, and interpersonal skills, as well as demonstrated poise, discipline, and maturity.

My salary requirements are in the \$45-\$58K range, depending on the nature of responsibilities assigned to this position.

I will call you next Thursday afternoon to answer any questions you may have concerning my candidacy.

Sincerely,

Martin Goodman

Enclosure

COVER LETTER

Aaron Trisler
7 North Abbott Street
Amherst, MA 02432
(978) 221-8091

December 4, 20XX

Marilyn Reed
RTC Technology
188 Stevens Drive
St. Louis, MO 63211

Dear Ms. Reed:

I noticed with interest your announcement for an environmental engineer specializing in hazardous waste processing that was posted in the Career Services office at Eastern Connecticut State University. I am currently completing my Bachelor's degree and will be available for full-time employment beginning in June 2000.

I enclose my resume for your reference. During the past two years I have had an opportunity to both study and work in the environmental engineering field. My course work has focused on the engineering aspects of hazardous waste processing. During the past two summers I interned with one of the nation's largest environmental engineering firms, BTS Technology.

I would appreciate an opportunity to interview for this position. I will call your office within the next week to see if you have any questions concerning my candidacy.

Sincerely,

Aaron Trisler

Enclosure

COVER LETTER

Debra Winston
231 Westview Terrace
Benton Harbor, MI 48270
(219) 871-7530

December 4, 20XX

Eric Nelson
Systems Manager
NCCR, Inc.
1900 North Echos Road
Benton Harbor, MI 48271

Dear Mr. Nelson:

I read with interest your ad in the Benton Harbor times for an Information Systems Specialist. As the accompanying resume indicates, I have the skills and experience you outlined for this position. My four years with the U.S. Navy have prepared me well in the use of numerous computer systems and languages.

You may also be interested in several additional skills I would bring to this position:

- designed, coded, and tested network application software.
- proficient in several high level computer languages ("C," etc.), operating systems (UNIX, DOS) and windowing systems (X-Windows).
- planned systems management for communications network.
- conducted research and development work on systems management and network simulation.

I would appreciate an opportunity to interview for this position. I will call you next week to answer any questions you may have concerning my candidacy.

Sincerely,

Debra Winston

Enclosure

COVER LETTER

Gerry Gray
116 Grandview Road
Dallas, TX 78217
(551) 792-9103

December 4, 20XX

Jedd Jamison
Human Resources
Latimore Laboratories
PO Box 138
Dallas, TX 78213

Dear Mr. Jamison:

I enclose my resume in response to your ad in today's Dallas Star for a Laboratory Technician. My educational background, knowledge, and experience appear to perfectly match the requirements you outlined for this job.

I have a Bachelor of Science in Biology from Eastern Connecticut State University. During the past three summers I have been employed as an intern by Douglas Laboratories in its DNA products laboratory. My professional duties include DNA sequencing, plasmid purification, and recombinant techniques.

You requested that salary requirements accompany the resume. My requirements are flexible at this time. While I would expect a salary commensurate with my level of experience, I need to know more about the position and your organization before I can give you a figure.

I would appreciate an opportunity to discuss this position with you. I will call you next week to answer any questions you may have about my candidacy.

Sincerely,

Gerry Gray

Enclosure

NETWORKING LETTER

Patricia A. Kaiser
2201 Laurelwood Road
Cherry Hill, NJ 08005
(671) 275-8999

December 4, 20XX

Clifford D. Smith
Quality Control Manager
Sinclair Chemical Corporation
32100 Telegraph Road
Houston, TX 75082

Dear Mr. Smith:

Through a summer intern experience I had an opportunity to work on a team of design engineers for a water filter manufacturing company. I found this experience interesting and have decided to pursue this field. However, most of my experience and skills are in hardware design. When discussing this matter with Ben Watkins the other day, he suggested that I contact you. Ben felt you might be in a position to provide me with some good advice.

I was hopeful that you might spend a few minutes with me on the phone or in person to share any ideas you might have concerning my desire to change paths. In particular, any suggestions you may have regarding key contacts in the field with which I could contact to obtain more information about the industry, typical career paths and how to get the first job would be helpful.

In anticipation of our conversation, I have enclosed a copy of my resume for your review and reference. I would also welcome any suggestions you might have on ways to improve the effectiveness of this document.

Anything you can do to help me with my job search effort will be greatly appreciated. Thank you very much for your help, and I look forward to talking with you.

Sincerely,

Patricia A. Kaiser

Enclosure

NETWORKING LETTER

I.M. Eager
Residential Drive
P.O. Box 3050
Willimantic, CT 06266

November 9, 20XX

Katherine Martin
Vice President for Consulting
Kennedy Enterprises
284 Meredith Road
Washington, DC 20011

Dear Ms. Martin:

Within a few months, I will graduate from Eastern Connecticut State University and enter the job market. Since my area of interest is technical sales, the Office of Career Services gave me your name as someone who might be willing to provide me with advice on how to begin my job search. I am familiar with your company's products and have been impressed with your sales as represented in your annual report.

I already have some sales experience, which I acquired during college by working part-time at Sears. I have further learned about sales and marketing careers through my 2 intern positions described on my resume. I would like to begin my career as a technical sales representative and eventually move into a management level position.

I am trying to gather as much information as possible before applying for positions. Could I take a few minutes of your time next week to discuss my career plans? Perhaps you could suggest how I might improve my resume, which you will find enclosed, and who might be interested in my qualifications. In addition, I am very interested to learn how you attained your current position, as a high level management position is one of my long-term goals. I will call you on Monday, November 22, to arrange a phone meeting at your convenience.

I would appreciate any help you could provide and look forward to speaking with you. In the meantime, please feel free to contact me at (315) 555-2154.

Sincerely,

I.M. Eager

Enclosure

NETWORKING LETTER

Charles Chip
10 Oakdale Drive
Oriskany, NY 13424
(234) 643-9800

October 15, 20XX

Ms. Barbara Bowman
Assistant Director of Training
The Best Company, Inc.
400 South Street
Chicago, IL 13502

Dear Ms. Bowman:

When I met with Mr. Bill Stevens at the Training and Development Association Conference earlier this week, he suggested that I contact you.

I am at a crossroads in my professional life and would like an opportunity to talk with you and ask for your advice, as well as for some information on career fields I am considering. Your breadth of experience in the training area could be very helpful to my career planning. I want you to know that I am not requesting a job interview.

To give you an idea of my professional background, I have enclosed my resume. I will call you during the week after Labor Day to arrange a time to meet with you. If you would like to contact me prior to that, I can be reached at the above noted number.

Sincerely,

Charles Chip

Enclosure

PROSPECTING LETTER

Charlene Parker
198 Cherokee Trail
Marietta, GA 30932
(234) 567-8910

December 4, 200X

Mr. Louis Paris
Manager
Paris Telecommunications
3901 Pickney Street
Marietta, GA 30930

Dear Mr. Paris:

Congratulations on receiving this year's Jaycee Award for outstanding businessperson in Marietta. Succeeding in the telecommunications business indeed deserves recognition and applause. It is a tough business requiring tough and risky decisions. Above all, it requires talented people who know what they are doing. I know. I have been in the business for nearly eight years.

When I read about your award in the Marietta Times, the article mentioned you were in the process of expanding your firm to 30 employees. Would I be correct in assuming you will be looking for new talent?

I enclose a copy of my resume for your reference. I know the telecommunications business inside out. I have worked with both small and large firms and managed both small business and corporate accounts.

Could we meet to discuss our mutual interests? I'll call your office next Thursday to see if your schedule would permit such a meeting.

Sincerely,

Charlene Parker

Enclosure

PROSPECTING LETTER

Jack Spratt
31 Old Road
Clinton, NY 13323
(315) 555-7645

September 1, 20XX

Mr. Robert Ney
Chief Engineer
Wayne Engineering
3 Loflin Avenue
Atlanta, GA 30329

Dear Mr. Ney:

For the past two years I have been involved in working with computerized solutions to energy problems. I have a strong theoretical background in mathematics and physics. My work experience has been primarily in the transfer of information to computer language for analysis and problem solving.

I am particularly interested in working with your company because of its reputation as a developer of innovative and efficient energy delivery systems and its well-known concern for the environment. I feel that my skills and my values will meet your needs and that I can contribute to your company's growth through my ability to see problems clearly, and to work toward their solutions both independently and as a member of a team.

I will call you next week to arrange a time for us to meet and talk about the possibility of a position with your firm.

Sincerely,

Jack Spratt

Enclosure

PROSPECTING LETTER

Nancy A. Mellon
6288 Main Street
Yorkville, NY 13495
(315) 555-8742

June 24, 20XX

Mr. Jorge Mendez
President
Simpson Associates
672 Longview Parkway
Chicago, IL 61037

Dear Mr. Mendez:

Can you utilize the talents of a competent, motivated and well-organized Management Generalist who is thoroughly accomplished in accounting procedures, systems analysis, office administration and personnel evaluation?

Simpson Associates' rapid growth, in addition to the fast-paced environment of the software industry may have created business needs best handled by a Management Generalist familiar with the software industry. A Management Generalist could perform tasks that would allow senior engineers to focus exclusively on creating the innovative software packages that have brought Simpson Associates the success that it enjoys today.

My business background is multifaceted. For instance, I have written and edited company brochures; have managed the finances of a million dollar company; and, in my last position, inaugurated three new procedures which saved the business \$70,000 the first year. I also am quite at home with staff training and development, as I previously supervised five individuals, three of whom were new to the software industry.

Can we meet to discuss what I might be able to contribute to Simpson Associates? I will call your office next week to see if we can arrange such a meeting. I look forward to meeting you and discussing the future of your firm. Thank you for your consideration.

Sincerely,

Nancy A. Mellon

Enclosure

THANK YOU LETTER
(Informational interview)

Robert Anxious
47 Ryan Road
Hanover, NH 03755
(603) 555-8712

January 18, 20XX

Mr. John Williams
Production Manager
Johnson Safety Products
8400 Utica Corporate Center
Orlando, FL 13502

Dear Mr. Williams:

I enjoyed meeting with you today and talking about career opportunities in production supervision. Your comments were helpful, particularly your thoughts about how my skills and experience seem to match the requirements of many employers.

I will contact your friend, Charles Roberts, as you suggested. I look forward to meeting with him and learning more about his plans to expand his production facilities this fall.

Thank you for your help and your personal interest. I will be in touch with you after I talk with Mr. Roberts to let you know the outcome of my meeting with him.

Sincerely,

Robert Anxious

THANK YOU LETTER
(Informational interview)

Emily Smith
22 Elm Street
Norwich, VT 13502
(315) 555-2222

September 1, 20XX

Mr. Ronald Dawson
Assistant Manager
Bentley Enterprises
34 State Street
Wallingford, CT 06785

Dear Mr. Dawson:

Ellen Keating was right when she said you would be most helpful in advising me on a career in Consulting.

I appreciate you taking time from your busy schedule to meet with me. Your advice was most helpful and I have incorporated your suggestions into my resume. I will send you a copy next week.

Again, thanks so much for your assistance. As you suggested, I will contact Ms. Carolyn Plourde next week in regards to a possible opening in her company.

Sincerely,

Emily Smith

THANK YOU LETTER
(Employment interview)

I.M. Seller
518 North Street
Hanover, NH 03755
(603) 555-2211

January 15, 20XX

Mr. George Thompson
Vice President
ABC Corporation
208 South LaSalle Street
Chicago, IL 60604

Dear Mr. Thompson:

I want to express my appreciation to you for the information and consideration you gave me on Monday, January 14, during our interview concerning the position of Web Page Developer for ABC Corporation. I was especially impressed with the incentive program for employees of the design group we discussed and the professionalism of your group.

Enclosed is the copy of my transcript and completed application form that you requested. If you require any additional information that will enhance my opportunity to work for ABC Corporation, I will promptly forward it to you.

Mr. Thompson, I am very interested in your Web Page Developer position. My academic preparation, competitive nature, and strong communication skills will allow me to perform in an exemplary manner. I hope you will allow me the opportunity to prove my abilities.

Thank you again for your time and information, and I look forward to hearing from you soon.

Sincerely,

I.M. Seller

Enclosures

THANK YOU LETTER
(Employment Interview)

Mary A. Livingston
12 Apple Lane
Hampton, VT 05001
(802) 975-3421

December 4, 20XX

Ms. Linda R. Shilling
Manager of College Recruiting
The Waverly Company, Inc.
34 Industry Blvd.
Milwaukee, WI 94597

Dear Ms. Shilling:

I wanted to let you know how much I appreciated the chance to interview with The Waverly Company. The position of Project Manager, as described during my visit, sounds just like the kind of challenge that I am seeking at this early stage of my career.

My strong academic achievement and interest in fluid mechanics would appear to be an excellent match for your needs. Although my interests are diverse, fluid mechanics has always been a subject of particular interest to me. My propensity for creativity, as supported by my background as an amateur artist, should also prove helpful. I look forward to working with Dr. Johnson on development of the new airlay process, and the challenge of developing an entirely new, revolutionary way of manufacturing paper webs.

Please pass along my "thanks" to the other members of the interview team for their time and effort in providing me with an exciting and interesting visit. I appreciated their thoroughness and patience in answering my many questions.

I look forward to hearing from you in the near future, and hope your decision on my employment candidacy will be a positive one.

Thanks again for your hospitality.

Sincerely,

Mary A. Livingston

LETTER OF ACCEPTANCE

I.M. Tickled
5200 West Street
Hanover, NY 13502
(603) 555-1212

April 17, 20XX

Mr. John Jones
Personnel Director
Technical Industries, Inc.
1346 Industrial Parkway
Dallas, TX 75247

Dear Mr. Jones:

It is with pleasure that I reaffirm my comments to you during our phone conversation yesterday. I gladly accept your offer of a position as a Junior Programmer at a beginning salary of \$4,000 per month.

Monday, May 23, 1999, will be an agreeable starting date for me and, according to your instructions, I will report to the Dallas office at 8:30 a.m. on that date. If there are any changes concerning time, location, or starting date, please inform me. I will plan to be in Dallas a few days earlier to locate suitable living accommodations. Any suggestions you may have in this regard will be appreciated.

Mr. Jones, I want to thank you again for your kindness and consideration, and I look forward to what I am sure will be a rewarding future with Technical Industries.

Sincerely,

I.M. Tickled

LETTER OF REFUSAL

I.M. Sharpe
18 Park Street
Norwich, NH 09879
(603) 876-2134

September 1, 20XX

Emily Jones
Director, Human Resources
ABC Corporation
1 Industry Plaza
Marcy, OH 13403

Dear Ms. Jones:

I would like to take this opportunity to thank you for the interview on Thursday morning, August 19 and to express my strong interest in future employment with your organization

While I appreciate very much your offer for the position of Department Manager, I feel that at this stage of my career I am seeking greater challenges and advancement than the department level is able to provide. Having worked in Consulting for over six years, I am confident that my skills will be best applied in a position with more responsibility and accountability.

As we discussed, I look forward to talking with you again in January about how I might contribute to ABC Corporation in the capacity of Vice President of Development.

Sincerely,

I.M. Sharpe

LETTER OF REFUSAL
(withdrawal)

I.M. Swift
10 Central Street
Hanover, NH 03755
(603) 555-6789

January 18, 20XX

Philip Task
Manager, Financial Services
ABC Corporation
1 Industry Plaza
Marcy, NH 13403

Dear Mr. Task:

It was indeed a pleasure meeting with you and your staff to discuss your needs for an Auditor. Our time together was most enjoyable and informative.

As we discussed during our meeting, I believe the purpose of the preliminary interview is to explore areas of mutual interest and to assess the fit between the individual and the position. After careful consideration, I have decided to withdraw from consideration for the position. My decision is based upon the fact that I have accepted a position elsewhere which is very suited to my qualifications and experiences.

I want to thank you for interviewing me and giving me the opportunity to learn more about your facility. You have a fine team and I would have enjoyed working with you.

Sincerely,

I.M. Swift