

Letters of Application

Robert S. Smith
510 East Ave
Rochester, NY 14610
(585) 253-0111

November 28, 20—

Ms. Janet Campbell
Astronautics Corporation
P.O. Box 587
Orchard Park, New York 14127-0587

Dear Ms. Campbell,

Enclosed is my resume in response to your advertisement for a Group Vice President. I found the wording of your advertisement with emphasis on leadership, innovation and change quite intriguing. It is in response to such challenges that I have excelled during my career.

Most recently, I was Vice President of a troubled subsidiary of XYZ Corp, which I turned around and led to the best performance in its history. Previous to that, I worked successfully in a variety of unusual situations, including the startup of a significant division of Amoco and the turnaround of Collins Chemical. In each of these situations, the problems (or opportunities) differed widely. They had in common, though, a requirement of an ability to size up the situation, assess the reasonable alternatives and execute a plan of action. My track record shows that I am able to do this.

With regard to the requirement for manufacturing experience, I have worked 14 years in mining and milling operations, where I obtained an in-depth exposure to production problems. Additionally, of course, I was Vice President of XYZ Corp with full responsibility for all operations and financial activities, reporting directly to the President and CEO.

I am free to travel and open to relocation. I would welcome the opportunity to meet you and to further discuss your requirements.

Thank you for your interest.

Sincerely,

Robert S. Smith
rsmith@frontiernet.net

Letters of Application

MARSHA RIFENBERG

12 Sharp Avenue
Rochester, NY 14652
(585) 797-2131

August 12, 20XX

Selection Committee
P.O. Box 4992-788
Walnut Creek, CA 94596

Re: Manager, Human Resources Development position

Dear Selection Committee:

In my current assignment in an engineering company, I derive my greatest satisfaction from providing management consultation and support. I enjoy working with management to explore new ways of motivating people, whether the issue is a job performance problem, policy/procedure interpretation or management/employee development. I also enjoy the results!

I have designed, delivered and evaluated management trainings. The focus of these trainings has been understanding and consistently applying company policies and procedures. I have also trained management using various motivational techniques to inspire the best from their employees.

The enclosed resume describes my experience with skills in more detail.

I look forward to the opportunity to meet with you regarding your Manager, Human Resources Development position.

Sincerely,

Marsha Rifenberg
mrif@yahoo.com

Letters of Application

DONNA COLE
1776 – 12th Avenue
Rochester, NY 14610
(585) 212-6822

August 12, 20XX

Manager
Sales Department
P.O. Box 57346
Rochester, NY 14604

Dear Manager,

This letter is in response to your advertisement in Sunday's Democrat & Chronicle seeking a salesperson. I was excited when I read your ad since I've had a long-time interest in food sales, and your product line sounds particularly appealing to me.

In the course of my recent career research, I have spent some time interviewing and accompanying a sales rep for a well known cookie and snack food manufacturer. That experience made me confident that I have the personality, aggressiveness, and persuasive manner required in this line of work.

I would be delighted to talk with you in person about this position, and look forward to hearing from you soon. I can be reached at 212-6822, where my answering machine will take your message if I'm out.

Sincerely,

Donna Cole
donnac@yahoo.com

JAMES SHARPE

**8 Central Park Street, Anytown, NY 14788
(585) 555-1212**

(Date)

Emily Smith
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Ms. Smith:

Please accept this letter as application for the Cost Accounting Supervisor position currently available with your company, as advertised in the Democrat & Chronicle (Sunday, November 4th). My resume is enclosed for review and consideration.

I offer a solid financial background and education, as well as extensive practical experience in financial applications of automated systems and Lotus software. My experience includes monthly financial analysis/reporting and interface with accounting and administrative management. Additionally, I am experienced in upgrading and maintaining an ADP D2000 microcomputer system. I am confident that with my abilities I can make an immediate and valuable contribution to ABC Company.

I look forward to hearing from you in the near future to schedule an interview at your convenience. I hope to learn more about your company's plans and goals and how I might contribute to its continued success.

Best regards,

James Sharpe
JSharpe@hotmail.com

JS
enclosure

Letters of Application

JANE SWIFT

18 CENTRAL PARK STREET, ANYTOWN, NY 14788, (516) 555-1212

(Date)

Emily Smith
Recruiting Director
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Ms. Smith:

Please accept this letter as application for the Technical Sales Representative position currently available with your company, as advertised in Sunday's Democrat & Chronicle. My confidential resume is enclosed for your review and consideration, and I believe you will find me well qualified.

Detailed on my resume you will find a solid background in Sales and Marketing, with over two years in technical sales. In this capacity, I have developed an expertise in new and key account acquisition, new territory development and management, contract negotiation, and customer service. I am confident that my experience in these areas will prove to be an asset to ABC Corporation.

Additionally, I am familiar with blueprints, part number breakdowns, and the bidding process of our major accounts, which include _____, _____, _____, and XYZ Corp. I have doubled my sales from \$40,000/month to \$80,000/month in just two years, and I am known for effectively identifying and resolving problems before they impact related areas, personnel or customers.

I would welcome the opportunity to discuss with you how I might make similar contributions to the success of ABC Corporation. I look forward to hearing from you to schedule a personal interview at your convenience.

Sincere regards,

Jane Swift

JS
Enclosure

R·I·T

Office of Cooperative Education and Career Services
57 Lomb Memorial Drive · Rochester, NY 14623 · 585-475-2301, 585-475-6905 tty,
585-475-5476 fax
www.rit.edu/co-op/careers

9/3/2003