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**Current Address**

## Street  
City, ST ZIP

phone number  
email address

**Permanent Address**

## Street  
City, ST ZIP

May 20, 20XX

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Focus your letters more on the employer than yourself. Market how your needs meet those of the employer, and entice them to want to learn more about you. Print any letters on the same résumé quality paper that you use to print your résumé and cover letter.

These letters should follow business letter format, be limited to one page, error-free, timely and honest.

**Prospecting Letters** are used to market yourself, lets the employer know you have qualities they may need in an employee and suggests an action plan such as an interview. You can use when there is not a particular job posted.

**Networking Letters** are used to market yourself as well as make a connection between you and the reader (e.g. they are a MSU alum, have a mutual acquaintance or similar interest or background). Do not pressure the reader but let them know what kind of job you are seeking; request a meeting that is at a mutually convenient time, and indicate that you will call to make those

arrangements.

**Thank You Letters** are used to highlight your key strengths and remind them who you are and why you should be hired. Personalize both the company information and your specific fit to that company. Make sure your letter is unique.

Any time someone spends more than ten minutes assisting you in any business situation, send a thank you letter.

**Thank You for Interview:** Indicate your appreciation for their time and the opportunity to speak with them on (date) and at (location). Stress the importance of learning the information provided and your interest in the possibility of using your background, education and experience (give specific examples based on the interview conversation) for the position discussed. Indicate that you will furnish any additional information or are including requested information. Restate personal qualities which make you uniquely qualified for the position and which may or may not have been discussed in the interview. Encourage them to let you know if further information is needed. Let them know you look forward to hearing their decision.

**Thank You for Plant/Office Visit Invitation:** Thank them for the letter/phone call of (date) offering a plant/office visit at (time) on (dates). Tell them the most convenient date for you and when you will arrive. Indicate what materials you have enclosed or the company has requested, such as résumé, transcripts and/or application form. Indicate your appreciation for the opportunity to visit and reinforce your interest in a position with the company.

**Thank You for Plant/Office Visit:** Thank them for the time and opportunity to visit their plant/office on (date). If applicable,

**Letters of Acceptance** are used to indicate your pleasure in having received the company's offer. Include your understanding of the offer: position, location, starting salary, bonus, starting date

