

## Sample Letters Used in an Employment Search

- Letter A Letter using name of a mutually known contact. The letter links the candidate's college major with an interest in another area. (Note: Cover letter not needed when applying for a position through AggieLaunch.)
- Letter B Letter directed to the top executive of an organization. (Note: Cover letter not needed when applying for a position through AggieLaunch.)
- Letter C Letter of job application to answer an ad. (Note: Cover letter not needed when applying for a position through AggieLaunch.)
- Letter D Thank you letter for an interview. Letter indicates continued interest in the company.
- Letter E Letter of acceptance. Mentions date employment is to commence and could confirm salary offer.
- Letter F Letter declining a job offer. The candidate uses extreme courtesy in explaining his/her reasons for turning down offer and expresses his/her appreciation for consideration given to him/her.
- Candidate: If you need assistance with your correspondence, please contact the Texas A&M Career Center at 845-5139. Undergraduate business students may also contact the Business Career Services Coordinator, Jodee Bailey, at 862-3850 or [jodeebailey@tamu.edu](mailto:jodeebailey@tamu.edu).

**LETTER A**

Using name of mutually known contact.

January 5, 2005

Ms. Amy K. Kraft  
College Relations Officer  
PricewaterhouseCoopers, LLP  
2001 Ross Avenue  
Suite 1800  
Dallas, TX 75201-2997

Dear Ms. Kraft:

At the suggestion of a mutual friend, Jodee Bailey, Career Services Coordinator for Mays Business School at Texas A&M University, I am writing you concerning possible entry-level positions in the Transaction Services Group.

In May 2005, I will graduate from Texas A&M University with a Bachelor of Business Administration in Finance. My immediate interests lie in the financial divisions of PwC; however, I have completed 15 hours of accounting related coursework and feel confident in my accounting skills as well. Transaction Services combines finance and accounting in a fast paced environment, which is the perfect place for me to begin my career in order to utilize everything I have learned.

Enclosed (“**Attached**” for an email cover letter) is my resume for your consideration. Please contact me for a personal interview so that we may discuss my objectives and other qualifications for employment with PricewaterhouseCoopers in Dallas. You may reach me at the local address, telephone number, or email address below.

I appreciate your time and consideration, and I look forward to hearing from you soon.

Best Regards,

Erin Eubanks  
1800 Holleman #100  
College Station, TX 77840  
979.862.3850  
eeubanks@tamu.edu

Enclosure (Attachment): Eubanks\_Resume.rft

**LETTER B**

Letter directed to top executive.

January 10, 2005

Mr. Gary Stockman  
Senior Partner, CEO, Americas  
Porter Novelli  
450-Lexington Ave  
New York, New York 10017

Dear Mr. Stockman:

I am writing you regarding possible career opportunities with Porter Novelli. Porter Novelli appeals to me because of its dedication to client service and your core values - Imagination, Irreverence, Initiative, and Integrity.

My primary goal of working for Porter Novelli results from a continuing interest in the marketing aspects of business. Although eager to consider all opportunities, providing customer service holds a great deal of appeal and challenge for me. Additionally, I will seriously consider all geographical locations.

I will be available for a personal interview with your firm at your convenience. This interview will allow us the opportunity to discuss mutual interests and priorities. Enclosed (“**Attached**” for an email cover letter) is my resume for your consideration.

You may reach me at the local address, telephone number, and email address below. I look forward to hearing from you soon.

Best Regards,

Erin Eubanks  
1800 Holleman #100  
College Station, TX 77840  
979.862.3850  
eeubanks@tamu.edu

Enclosure (or Attachment): Eubanks\_resume.rft

**LETTER C**

Answering an ad/employment listing and applying for the position.

January 10, 2005

Ms. Sandra Smith  
Human Resource Manager  
Brown, Graham & Company  
9005 Mountain Ridge Drive  
Suite 240  
Austin, TX 78759

Dear Ms. Smith:

Because of my hours in accounting, my recent internship, and campus involvement, I believe that I am a perfect candidate for the Junior Accountant position that you advertised in the May issue of the Journal of Accountancy.

In earning my Bachelor of Business Administration in Accounting from Mays Business School at Texas A&M University in College Station, Texas, I have gained a sound background in accounting. In reviewing my enclosed (or “**attached**” for email cover letters) resume, you will find that my accounting hours are reinforced with a strong dedication to academic achievement, campus leadership, and varied extracurricular activities.

My internship with PricewaterhouseCoopers, in Dallas, Texas, as a State and Local Tax Intern has enhanced my academic experience. Through this valuable internship, I realize that a public accountant must gain the confidence of both her associates and her clients through long periods of accurate and trustworthy service. Hard work and the long, irregular hours of the tax season do not deter my interest. The challenge of the long-range advancement program offered by your organization is very appealing.

Should you desire any additional information, not included on my resume, please contact me at the local address, telephone number, or email address below. After you have reviewed my resume, please suggest a time to meet and discuss the Junior Accountant position with your firm.

I appreciate your time and consideration, and I look forward to hearing from you soon.

Best Regards,

Erin Eubanks  
1800 Holleman #100  
College Station, TX 77840  
979.862.3850  
eeubanks@tamu.edu

Enclosure (or Attachment): Eubanks\_resume.rft

**LETTER D**

Thank you letter for a job interview.

January 20, 2005

Ms. Karen Francisco  
Human Resource Manager  
Accenture  
2929 Allen Parkway  
Houston, TX 77019-7107

Dear Ms. Francisco:

Thank you for granting me an interview last Friday for a position in your auditing department. I certainly appreciate the courtesy and consideration extended by you and your staff.

My interest in your organization has grown even more after visiting your home office. You have a staff of warm, considerate people with whom I would like to be associated. If you need additional information to assist you in making a decision regarding my qualifications for the position, please contact me.

I will be most pleased to come to Houston for a second interview at your convenience.

Sincerely,

Erin Eubanks  
1800 Holleman #100  
College Station, TX 77840  
979.862.3850  
eeubanks@tamu.edu

**LETTER E**  
Letter of acceptance.

January 25, 2005

Ms. Karen Francisco  
Human Resource Manager  
Accenture  
2929 Allen Parkway  
Houston, TX 77019-7107

Dear Ms. Francisco:

I am pleased to accept your offer of employment as an analyst for Accenture at a salary of \$38,000 per year. The date you wish me to begin, March 1, is satisfactory.

I plan to move to Houston February 21, and will report to the Human Resources Department at 8:00 a.m. on March 1.

I am looking forward to working with you and your staff at Accenture. If you would like to contact me prior to my move, you may reach me at the contact information listed below. After February 21, you may reach me at 979-694-2828.

Sincerely,

Erin Eubanks  
1800 Holleman #100  
College Station, TX 77840  
979.862.3850

**LETTER F**

Declining a job offer.

January 25, 2005

Ms. Angela Crowley  
Human Resource Director  
Kohl's Department Stores  
2503 Ridgewood Drive  
Menomonee Falls, WI 53051

Dear Ms. Crowley:

After careful consideration, I have decided not to join the Kohl's Department Stores' team as store manager. As I mentioned to you during my interview, location in the Northeast has always been my hope; therefore, I have accepted a position with a company located in Massachusetts.

The store manager position in Dallas was a tempting challenge, and I found the final decision difficult to make.

Thank you for the courtesies and consideration extended to me. I wish you and your organization the best of success.

Sincerely,

Erin Eubanks  
1800 Holleman #100  
College Station, TX 77840  
979.862.3850