

1230 Black Oak Drive  
New Albany, IN 47150  
October 15, 20xx

Mr. Bruce G. Merten  
Manager of Manpower Planning  
1234 State Street  
Milwaukee, WI 53201

Dear Mr. Merten:

I am interested in a career with the Allis-Chalmers Corporation. I have learned through the 20xx Planning Job Choices publication that your firm occasionally seeks recent college graduates qualifying in industrial engineering and related areas.

In May of 20xx I will receive a Bachelors of Science in business with a concentration in operations research which has exposed me to systems analysis techniques. I have always been able to perceive problems and formulate their solutions. This and a strong desire to perform well have led me to make many suggestions to employers--even when my job was not directly related to the situation. I have awarded twice for ideas that saved money for my current employer.

Enclosed is my resume. You will notice that in 19xx I received a Bachelor of Arts degree in religious studies, and in the following six years I was employed by the banking industry. It was during that time that I became interested in industrial engineering as a career. Of course, with that interest also came the recognized need to return to college to obtain a Bachelor of Science degree in business.

I would like the opportunity to talk to you personally and could meet with you at your earliest convenience. You may reach me at 502-491-3454 or at the above address. If I don't hear from you within two weeks, I will contact your office to arrange a mutually convenient time for an interview. I look forward to meeting you in the near future.

Sincerely,

John W. Bradley

11 Spice Lane  
Clarksville, IN 47130  
March 25, 20xx

Ms. Stephanie Black  
Personnel Director  
Vita Company, Inc.  
1234 State Street  
Evanston, IL 60201

Dear Ms. Black:

In the course of completing my senior research paper in chemistry, I became familiar with your organization's work in vitamin analysis. I would like to explore the possibility of joining your pharmaceutical Quality Control Department in an analytical position.

My senior research paper dealt with "Instrumentation for Vitamin Analysis: A Study of Time and Cost Effectiveness for Industrial Quality Control." My research involved the study, charting, and testing of Spectrophotometers, and Column Chromatography.

While attending school for the past two years, I have worked as a laboratory technician in quality control and have been involved in a variety of analytical assignments. I believe my background and experience would enable me to make a positive contribution to a career with analytical responsibilities.

I would appreciate the opportunity to discuss my background and your organization at a personal interview. I will contact you in the next two weeks to see if we may arrange a time to meet.

Thank you for your consideration.

Sincerely,

Sherry R. Henderson

1234 Street Name  
New Albany, IN 47150  
June 21, 20xx

Ms. Jane Smith  
Human Resource Manager  
First Place Manufacturing, Inc.  
1234 First Street  
Louisville, KY 40202

Dear Ms. Smith:

I am applying for the staff accountant position that was advertised on the Indiana University Southeast Career Services Office website. This position fits very well with my education, experience, and career interests.

In my experience as an accounting intern, I handled monthly journal entries, analyzed expenses, reviewed and corrected accounting entries, and generated various reports. Accounting corrections I made as an intern revealed nearly \$50,000 in unpaid bills and mislaid funds. These first-hand experiences taught me the importance of accuracy, completeness and timeliness in all accounting transactions. My enclosed resume provides more details on my qualifications.

My background and career goals match your job requirements quite well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for First Place Manufacturing, Inc.

I would like the opportunity for a personal interview to discuss my qualifications and to learn more about this opportunity. I can be reached at 812-999-9999 or [email@email.com](mailto:email@email.com).

Thank you for your consideration. I look forward to talking with you soon.

Sincerely yours,

Student name