

Prompt Letter - *a good example of "letterhead" created by the writer. This letter shows the employer that the candidate is persistent despite setbacks.*

BRACY C. EVERETT

203 East Mahar Lane
Aspen, Colorado 80209
(234) 456-4612

September 16, 2017

Ms. Alison Anderson
News Director
WRTV-Channel 6
1121 Vale Street
Benson, Mississippi 30204

Dear Ms. Anderson:

Thank you for your letter dated September 13, 2017, regarding the temporary hiring freeze at WRTV. Even though there are currently no openings at WRTV, I want you to know that I'm still interested in the event that one should occur in the future.

I am a very good news writer and have a high degree of drive, enthusiasm and energy. My resume, which is on file at WRTV's personnel department, identifies the numerous news writing assignments I completed at a local television station, both in college and during my internship.

If any position related to news and news writing opens up, I would like to be considered. I highly respect your organization and believe that I could be a strong asset to WRTV.

Sincerely,

Brady C. Everett

Prompt Letter - *This letter includes a revised resume which the candidate has improved based on his previous conversation with the employer. It lets the employer know he takes action to improve things.*

511 Waterbury Ave.
East Hartford, CT 19857
(203) 771-0987 (W)
(203) 987-8654 (H)
February 27, 2018

Mr. Joseph Conrad
Marcus Industries
1250 Broadway
New York, Nwe York 10001

Dear Mr. Conrad:

I hope you will remember me from our conversation several weeks ago regarding financial analyst positions with Marcus Industries. I have taken a temporary job in financial research but am still very interested in working with your firm.

I have recently updated my resume to include some important accomplishments missing in the earlier version. I think it represents me more accurately. I hope you will review it for any upcoming analyst positions.

I will contact you in a few days for your comments.

Thank you,

John McCray

Prompt Letter - *The candidate followed up after the telephone call to the employer which yielded some information regarding the search process for a job opening. The letter shows the employer that she takes advantage of an opportunity. She has created her own letterhead.*

ANGELA VASQUEZ

143 VIEWTOP LANE * BAY RIDGE, NEW YORK 12589 * (718) 478-5691

January 20, 2018

Mr. Hassad Shah
Xerox Corporation
Human Resources Department
194 Fariview Drive
Tarrytown, New York 10987

Dear Mr. Shah:

Thank you for taking the time to speak with me on the telephone last week regarding the Information Systems position at Xerox. I appreciate your honesty and encouragement. Since you indicated I would be considered for the position should the decision to review external candidates be made, I have enclosed my resume which summarizes my recent career accomplishments. Please note the range of my abilities, and the kinds of results I have achieved.

Please do not hesitate to telephone should you have any questions or wish for additional information.

Sincerely yours,

Angela Vasquez
Enclosure

Prompt Letter - *The candidate is responding to a letter from the employer which acknowledged receipt of her resume, but said little else. She takes the opportunity to reiterate her skills and seek an appointment. She has created her own letterhead and used a distinctive closing.*

Tabitha Marks

3 Passaic St.
Englewood Cliffs, New Jersey 07843
(201) 761-8229

August 3, 2017

Ms. Jennifer Camden
College Relations Dept.
Merck Pharmaceuticals, Inc.
223 Carnegie Center
Princeton, New Jersey 085400-6213

Dear Ms. Camden:

Thank you for acknowledging receipt of my resume. I would very much like to hear from you concerning a time we can get together and discuss my background and career objectives.

I am most impressed with the information you sent to me on the Research Department. It evidences great concern for your products and the consumer.

I have a strong background in laboratory science as a Medical Technology major at Marist College. In addition, I completed both a clinical rotation at a local hospital laboratory and a summer research internship at Johnson & Johnson. Merck is the kind of corporation with which I want to be associated. A laboratory research assistant position is the type of employment situation I seek.

I look forward to hearing from you again soon!

Enthusiastically,

Tabitha Marks

Prompt Letter - *When you feel your resume deserves a closer look.*

ROBERTO ANGELIQUE, CPA

R.R. 3
Altamont, New York 10938
(518) 756-7434 (H)
(518) 779-1417 (W)

January 2, 2017

Albert Kingsley
Vice President Human Resources
Bank of New York
30 Avenue of the Americas
New York, New York 10019

Dear Mr. Kingsly:

I just received your letter of December 20th, and I am puzzled at not being invited for an interview. My experience and your requirements looked like a "perfect fit".

I understand that you are constantly reviewing resumes and that oversights can occur. Please review the enclosed want ad and my resume and reconsider me for a position in your company.

With many thanks,

Roberto Angelique, CPA