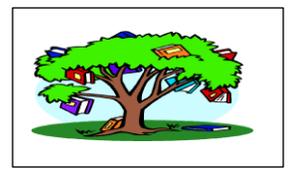


Toward Better Literacy: Reference Outlines



Job Search Correspondence

Preliminaries

- ❖ Know your abilities, skills, knowledge, interests, preferences, values and motivation
- ❖ Define work objectives and career goals
- ❖ Research and evaluate occupations, jobs and employers
- ❖ When prospecting, target individuals and organizations
- ❖ Ask for information interviews and note the referring person

The Resume

- ❖ A resume is an expression of you, not some company's version of you
- ❖ A resume gets you an interview
- ❖ Make it appealing with "white space" and not too many words (concise)

Cover Letter

- ❖ A cover letter is designed to do service to your resume, and should not duplicate the resume.
- ❖ Address a cover letter to a specific individual
 - Know his or her title and address
- ❖ Make a cover letter three or four paragraphs
 - Introduce yourself and your understanding of the opportunity
 - Show you know the company in the second paragraph and how you came to know
 - Highlight what you have to offer the company and how it could be a good match
 - Ask for an interview
- ❖ Do not be too familiar
- ❖ Do not use jargon or complexity; stick to facts, not abstractions
- ❖ Use the active voice

Withdrawing an Application

- ❖ Explain your decision and show appreciation

Accepting an offer

- ❖ Confirm logistics and display gratitude

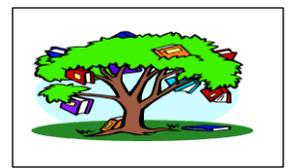
Rejecting an Offer

- ❖ Acknowledge the offer
- ❖ Give thoughtful consideration-keep the door open for the future.

Give Thanks

- ❖ Hand-write notes to thank those who helped you in a meaningful way.

Toward Better Literacy: Reference Outlines



Sample Letter

370 Lancaster Ave
Haverford, PA 19041
November 7, 2011

Ms. Lucy Jackson
Price Waterhouse Coopers
300 Madison Avenue
New York, New York 10017-6204

Dear Ms. Jackson:

My name is John Harold Smith, and the career center at Haverford College had a posting for a summer accounting internship with your firm in New York City. The position asks for a student with junior status to work in your Manhattan office in the tax division. I am writing to be considered for this opportunity.

Your firm, Price Waterhouse Coopers, is a leader in helping individuals and businesses maintain their compliance with tax law, as well as providing strategies that can lead to tax savings for the future. Last Spring, I attended a lecture by your managing partner, Ron Wood, who shared the various changes going on with the code. This interested me greatly, and this led me to your firm.

I am an honors student with an interest in tax accounting. My studies will hopefully lead me to take the CPA exam when I complete my degree in May of 2013. I have the necessary coursework now to be an effective tax intern. I also possess skills in office and clerical work, having worked with a family friend as an accounting assistant for the past two summers. I believe I can be a success in your internship program.

I would like to request an interview to discuss the summer program, as well as to find if it would be a good fit for both of us. I am sure it will, based on research of your firm and confidence in my education and experience. Enclosed is a resume, and I can provide references on your request. Thank you for your consideration, and I would like to follow up with a phone call in one week.

Sincerely yours,

John Smith

Encl.: Resume