



Job Search Correspondence

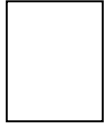
Career Services

Bldg. 2, Room 2039
904-620-2955
<http://www.unf.edu/dept/cdc>

Typing The Envelope

Below is an example of a typical business envelope

Samantha Jobseeker
5442 Apple Lane
Jacksonville, FL 32256



Mr. Will Receiveit
Director of Human Resources
The All American Company
1234 Bless America Drive
Jacksonville, Florida, 32224

(Block format)

Standard Business Letter: Block Format

Your Street Address
City, State, Zip
Date of Letter

Contact name
Contact's Title
Contact's Department
Name of Organization
Street Address
City, State, Zip

Dear Mr./Ms./Dr. Contact's Last Name:

First Paragraph: State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening.

Second Paragraph: Explain why you are interested in working for the employer, and specify your reasons for desiring this type of work. If you have had experience, be sure to point out your particular achievements or other qualifications in this field or type of work.

Third Paragraph: Refer the reader to the attached application, resume or to whatever media you are using to illustrate your training, interests and experience.

Fourth Paragraph: Have an appropriate closing to pave the way for the interview by asking for an appointment, by giving your phone number, or by offering some similar suggestion to facilitate an immediate and favorable reply.

Sincerely,

(sign your name here)

Type Your Full Name

Enclosure (indicates what is enclosed with letter; i.e. resume; transcript etc)

Sample Letter of Application: Block Format

4587 Hillshire Lane
Jacksonville, FL 32224
(904) 555-2233
n.freshman@unf.edu
January 12, 2008

Ms. Sylvia Range
Special Programs Assistant
Merrill Lynch
303 Center Street
Jacksonville, FL 24560

Dear Ms. Range:

I am a junior at University of North Florida, working toward my bachelor's degree in business administration with a major in Financial Services. I am writing to inquire about possible internship opportunities with Merrill Lynch. I am seeking an internship for this summer 2008, and while researching opportunities in the field of finance, I found that Merrill Lynch has opportunities for a finance internship. My work background and coursework have supplied me with many skills and an understanding of finance:

- I worked previously as a teller with Bank of America which provided me with an opportunity to work closely with the bank manager and learn all aspects of banking including finance. In addition I have also completed upper level coursework which emphasized: investments, real estate, financial management, risk management & insurance, money & banking and international finance.
- I have been actively involved with the Coggin College of Business student clubs & organizations, including being elected as treasurer of the Finance & Investment Society. FIS has afforded me the opportunity to network with many finance employers and allowed me to gain a perspective on finance and the ability to apply it to real world situations.

My enclosed resume provides additional details about my background.

I will call you next week to see if it would be possible to meet with you to discuss your internship opportunities.

Thank you for your consideration.

Sincerely,



Nikki Freshman

Encl.

Sample Letter of Application- Semi-Block Format

25 Always Avenue
Jacksonville, FL 32224
April 25, 2008

Dr. Hiram Firem
Superintendent of Schools
East Side Public School District
123 Learning Lane
Jacksonville, FL 12444

Dear Dr. Firem:

I would like to be considered as a candidate for the position in the English Department at the East Side Senior High School. I learned about the opening through the job vacancy listing which appeared in the *Florida Times Union*.

In May, 2008 I will be graduating from the University of North Florida with a Bachelor of Arts Degree in Education with a specialization in English. As you will note on the enclosed resume, I am currently student teaching at West Side High School in Jacksonville. I am working with juniors and seniors in required English courses and in an elective writing class. As co-sponsor of the student Golden Key Club, I have had an opportunity to work with students outside the classroom as well. I believe I have the skills and qualifications needed to work effectively with the students, faculty, and administration of East Side Senior High.

My transcripts are being forwarded to you by the registrar's office. I have also enclosed the names and addresses of three references. Please let me know if any additional information is required. I would welcome the opportunity to discuss this position and my qualifications in more detail in a personal interview. I will contact you within the next two weeks to arrange a time to meet. If you need to contact me, I can be reached after 6:00 p.m. at 904-123-2555.

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

Sincerely,



Jonathan Doe

Enclosure: Resume

Sample Letter of Application-Block Format

14 East Cherry Lake Rd.
Jacksonville, FL 32245
August 19, 2008

Millhouse Vanhauten
Director of Recruiting
College Relations
Xerox Corporation
1132 Copier Hwy.
Orlando, FL 30456

Dear Mr. Vanhauten:

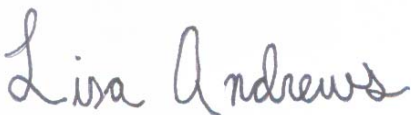
From your webpage on the Internet, I noted your advertisement for marketing representatives. This is the type of position that I am seeking upon my graduation from the University of North Florida (UNF) in December.

Last summer, I had the opportunity to work at your Jacksonville office as a file clerk. The summer was most rewarding and educational. The insight gained into the sales industry and the competitive role Xerox plays in the copier services market is invaluable to me.

My major of psychology at UNF, complemented with courses in marketing and sociology, provides an understanding of the behavior patterns of people. This knowledge would be beneficial in the marketing representative position. Furthermore, I feel that my interests in consumer satisfaction could be of assistance in your consumer products area. Please see the enclosed resume which provides additional information.

Would you please consider my request for a personal interview to discuss my qualifications and to learn more about this opportunity? I will call you next week to see if a meeting can be arranged. Should you need to contact me before then, I can be reached between Noon and 5:00 p.m. at (904) 555-6889. I look forward to speaking with you and appreciate your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Andrews". The signature is written in a cursive, flowing style.

Lisa Andrews

Enclosure

Sample Letter of Application: Block Format

2339 Ernest St
Jacksonville, FL 32204
October 13, 2008

Paul Smith
Randstad North America for TRANSFLO
200 W Forsyth St. Ste. 1510
Jacksonville, FL 32202

Dear Mr. Smith:

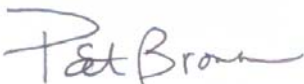
I would like to apply to TRANSFLO for the position of Technical Intern. Your position, which was communicated by Ms. Sara Brown would provide me an opportunity to deepen my critical thinking skills and to assist TRANSFLO with ensuring safety not just for its employees and partners, but also the environment.

My position as a technical support representative with America Online required extensive knowledge of the software and the different operating systems used. Guiding customers through a series of instructions entailed obtaining details of their computer, the processes involved and the outcomes. I earned numerous awards because customers rated my knowledge and first-time fix rate at levels that exceeded company expectations. Software developers also chose me to work on a special project that created a resolution database used by approximately 1,000 other technicians. Each project life-cycle identified a problem, compiled and analyzed related data and developed and tested resolutions.

I will graduate from the University of North Florida in December 2006 with a Bachelor of Science in Computer and Information Sciences (Information Systems concentration) and a minor in Business Administration. As a student, the nature of my curriculum deals with problem solving. My high grade point average reflects my commitment to education and excellence.

I look forward to applying my course knowledge and experience to this program and I am eager to discuss further my qualifications. You may reach me at 904.233.8543 or estm0002@unf.edu. Thank you for your time and consideration.

Sincerely,



Pat Brown

Thank You Letter (Post-Interview)- Semi-block format

134 Apple Lane
Jacksonville, FL 32245
April 20, 2008

Dr. Sarah Newman
Principal
All American School
1234 School Drive
Jacksonville, FL 32225

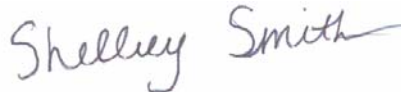
Dear Dr. Newman:

Thank you for the opportunity to speak with you earlier today regarding the Ninth Grade Mathematics position. The discussion we had was particularly informative and I found myself even more enthusiastic about this position. I was very impressed with the philosophy of your school and the support for teachers from the community.

To reiterate my qualifications, I believe that the research and writing skills I have acquired here at the University of North Florida combined with my teaching experiences at East High School and Ribault High School make me a strong candidate for your position. I work well independently, am able to manage my time efficiently, and communicate easily with all types of people. To clarify my present situation, I will be graduating the week of May 6th and will be available for employment beginning August 16th.

Again, I appreciate your time and consideration. Should you have further questions, please do not hesitate to contact me at home (904) 324-7777. I look forward to hearing from you soon.

Sincerely,

A handwritten signature in cursive script that reads "Shelley Smith". The signature is written in black ink and is positioned above the printed name.

Shelley Smith

Acceptance Letter- Block format

123 Camp Drive
Box 3000
Jacksonville, FL 32234
April 28, 2008

Dr. Bill Danders
Senior Engineer
NCR Microelectronics
4435 Northpark Blvd.
Jacksonville, FL 32225

Dear Dr. Danders:

I was very pleased to receive your phone call on April 27, 2008 in which you invited me to become a member of your organization as a Systems Analyst. I enthusiastically accept your offer of employment at an annual salary of \$41,000, beginning May 1, 2008.

I am enclosing the completed personnel form and official transcripts you requested from me. I am certain that my educational background and previous work experience will permit me to be a contributing member of NCR.

The opportunities with your organization appear to offer a real challenge, and I shall make every attempt to meet your expectations. I look forward to seeing you on May 1st, but please feel free to contact me via phone at (904) 273-5555 or email at sdavis@email.com should you need to reach me prior to my start date.

Sincerely,



Susan Davis

Enclosures: Personnel Form; Official Transcripts

Decline Offer Letter-Semi-block format)

123 Camp Drive
Box 3000
Jacksonville, FL 32234
April 30, 2008

Dr. Bill Danders
Senior Engineer
NCR Micro Electronics
4435 Northpark Blvd.
Jacksonville, FL 32225

Dear Dr. Danders:

Thank you very much for your letter offering me employment as a Systems Analyst within your organization. Your confidence in me is very much appreciated.

After considerable thought, I have decided to accept another position which seems to fit my needs and qualifications more closely. This has been a very difficult decision for me and only time will tell whether or not my decision is correct.

Thank you again for your time and patience with my decision-making process. I will remember your company favorably throughout my career.

Sincerely,

A handwritten signature in cursive script that reads "Susan Davis".

Susan Davis

Letter Requesting an Informational Interview- Block format

1234 Peartree Lane
Jacksonville, FL 32224
May 3, 2008

Mr. Randall T. Winston
Partner
Edwards, Winston, and Smith
Attorneys at Law
20050 Lincoln Rd.
Jacksonville, FL 32226

Dear Mr. Edwards:

I am writing on the recommendation of Professor Marty Edwards, Pre-Law Advisor at the University of North Florida (UNF). Dr. Edwards and I have discussed my interest in the field of law, and he suggested that since you are an alumnus of UNF who practices law, you might be willing to offer some advice and provide me with information about the best way to prepare for a career in law. I have enclosed a copy of my resume to familiarize you with my background.

At present, I am looking for a position as a paralegal or legal assistant. It is my intention to gain some exposure to legal work and learn some of the fundamental skills required of a lawyer before applying to law school. I would be interested in your thoughts concerning this strategy.

I would like to arrange a meeting with you in the next two weeks to discuss specific questions about the legal profession. I will call your office the week of June 8th in order to arrange an appointment at your convenience.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Ellen Patterson". The signature is written in a cursive, flowing style.

Ellen Patterson

Enclosure

Cc: Dr. Marty Edwards