

SUGGESTED CONTENT FOR FOLLOW-UP LETTER AFTER INITIAL CONTACT (Length-- one page recommended)

(For postal mail, adjust the top and bottom margins on the page so they are equal. May also use the lines between the date and name in the recipient address to adjust spacing.)

(May spell out or abbreviate the name of the state, if abbreviate remain consistent throughout the letter)

(Use first and last name include middle initial if known; if gender uncertain omit Ms. or Mr. and use the first & last names)

(Use the last name only; punctuation is a colon after the name)

(If the gender is unknown, use RE with as much information as possible. Do not repeat information in first paragraph.)

(Develop a plan continued follow-up letters or e-mails to enhance your chances for employment. Save some STAR examples for future letters.)

(Four lines between close & your name for postal mail)

(Sign just above your printed name)

(If you're mailing by postal mail add word Enclosure which refers to your resume)

Your street address
Your City, State Zip code
Your email address
Your phone number

Date

Ms. or Mr.
Title
Name of the company
Postal mailing address
City, State Zip code

Dear Ms. or Mr.:

RE: Full-time Software Engineering Position beginning August 20XX

Opening Paragraph

- Refer to your previous contact with the company and the representative.
- Describe what interested you from that contact. Use specific statements that are professional and unique to you.
- Provide major and graduation date in the paragraph. Not necessarily last in the paragraph but as part of the flow of information or the basic information can be included in the RE.

Middle Paragraph(s)

- Refer to any competencies that were of interest in the first contact Remember, your resume provides the results; the cover letter provides information about the situation or your actions.
- Add an additional competency or specifics about your experience.
- Use descriptions rather than general conclusions. For example rather than writing, "I am well organized," briefly, describe the situation or your actions that demonstrate the statement. For example, you could tell about the summer you had two part-time jobs and volunteered as a coach or mentor in a sports or academic program.

Closing Paragraph

- **Active close:** You maintain the initiative to contact the employer by indicating a date that you will follow-up. If your e-mail address and phone number(s) are not listed above, include in the final paragraph.
- With a minimum of two contacts, it should be possible for you to maintain contact.

Sincerely,

Your name

Enclosure