

Other Letters

E3

The previous two sheets in this series, “Cover Letter Pointers” and “Cover Letter Formula,” focused on the letter of application. As you go about the search for full-time employment, admission to graduate/professional programs, summer jobs, or internships, you will need to write many of these application letters, but you will need to write some other types of letters as well. This sheet provides examples of these. For additional, full-size examples, refer to the cover letter example notebook located in the “Job Search” section of our career library.

**- Request for Information Interview -
(*by phone)**

157 Elm Street
Ithaca, NY 14850
November 10, 2008

Mr. Grady Greenthumm
Grady's Garden Center
Poison Ivy Road
Grundgeville, NH 60606

Dear Mr. Greenthumm:

I am a senior in the College of Agriculture and Life Sciences at Cornell University, majoring in Floriculture and Ornamental Horticulture. I will graduate next June and plan to begin a job search early in the spring. Before I look for employment, I want to gather some information on possible career options in the retail nursery business. A friend of our family, Don Fonebone, gave me your name. Don speaks highly of you and thought you might be willing to have a brief conversation with me.

At this point I'm certain that I want to combine my interest in business with my interest in plants, but I'm not sure how. I thought you may be able to answer some basic questions about the kinds of positions that may be open to a person with my background, either in the garden/nursery business or other related areas. I'll call in a few days to see if you would be willing to arrange a time, convenient for you, when we could talk for ten minutes or so.

I have enclosed a copy of my resume simply to give you a feel for my background. Thank you in advance for any information you may be willing to provide me. I hope to talk to you soon.

Sincerely,

Vince Vinebind

Enclosure

*It is always best to conduct information interviews in person. In instances where this isn't possible, the phone becomes the next best thing.

- Thank You for Information Interview -

Box 240
Ithaca, NY 14850
January 14, 2008

Luke Warrem
Community Action Fund
45 West Street
Philadelphia, PA 60245

Dear Luke:

Thanks very much for taking the time to talk to me last Friday.

I enjoyed our visit and I certainly learned a lot about entry-level communications jobs in philanthropic organizations. Thanks, too, for the referrals to Emmy Benedict and Laurie Gulupsie. I have already made arrangements to speak with them.

Sincerely,

Sharon Badcliffe

Ready Reference

CAREER DEVELOPMENT OFFICE, 177 Roberts Hall, Ithaca, NY 14853
College of Agriculture and Life Sciences at Cornell University
(607) 255-2215, FAX (607) 255-7180, www.cals.cornell.edu/cals/current/career



Turn Over

- Request for Graduate School Information -

185 Natural Lane
Ithaca, NY 14850
October 12, 2008

Dr. Madelaine Mudgewater
Department of Biological Sciences
600 Lincoln Hall
Florida State University
Tallahassee, FL 32306

Dear Dr. Mudgewater:

I am very interested in exploring the possibility of pursuing graduate study in Environmental Biology at Florida State University. I am a senior at Cornell University and my faculty advisor, Dr. Pubberperish, suggested I contact you. She recommends your department very highly.

I believe I am well prepared to enter a graduate program in the field. I have supplemented my Cornell Biology major with coursework in ecology, ecotoxicology, entomology, and soil science. My senior honors thesis focuses on soil remediation techniques in an environmental context and has convinced me that I want to target my graduate study in a related area. After graduate training I hope to start a career in which I can work toward ensuring environmental quality, especially in regard to soil or water. I know that I will need to earn at least the M.S. degree in order to reach my goal and I may want to continue directly toward my Ph.D. I believe I have the ability to do so and I am certainly motivated. The field of environmental biology is both fascinating and critically important.

A copy of my resume is enclosed, if you would like to review my background. I will complete the application and send it directly to your graduate admissions office by early next week. In the meantime, I would appreciate your sending any relevant information you may have pertaining to your department. I am also very interested in pursuing opportunities for financial support. A research assistantship would be ideal, but I would like to be considered for any fellowship or teaching assistantship that may be available as well.

I look forward to hearing from you in the near future. Thank you in advance for any information you may be willing to forward.

Sincerely,

Stanley Soilsome

Enclosure

- Thank You for On-Site Interview -

2003 Bradfarm Street
Ithaca, NY 14850
February 13, 2008

John M. Walczak
Vice President
Sumlittel Research Group
770 James Street
Rochester, NY 14900

Dear Mr. Walczak:

Thank you for the courtesy you and your staff extended to me during my visit to Rochester last week. The opportunity to meet with other members of your research staff was especially helpful.

I am still very interested in working for Sumlittel Research as a Research Associate. I am certain that I would enjoy the position and work environment and that I would be an asset to your research team. If I can provide more information, please feel free to contact me.

I look forward to hearing from you.

Sincerely,

Martha Vann

- Rejection of Job Offer -

25 West 25th Street
New York, NY 10018
April 1, 2008

Gil T. Liberal
Publicity Manager
General Books Department
McGraw-Hill Company
1221 Avenue of the Americas
New York, NY 10020

Dear Mr. Liberal:

I enjoyed meeting with you and your staff last week to discuss the Publicity Assistant position in your department. Although the offer you made is tempting in many ways, I have decided not to accept the position.

My decision is based upon several factors. I would prefer more variety in the tasks I perform and realize that I will probably need to work for a smaller organization. While I know the salary you offer is fair for the market, I'm afraid it would be inadequate in lieu of living costs and my student loan obligations.

Thank you for spending the time with me and for the honor of a job offer with McGraw-Hill. I appreciate your professionalism and courtesy.

Sincerely,

Janet Fannet

- Acceptance of Job Offer -

45 Buffalo Street
Ithaca, NY 14850
July 10, 2008

Artie Choke
Director of Education
Science Museum of California
30 Ashbury Street
San Francisco, CA 94117

Dear Mr. Choke:

Thank you for your letter of July 6 offering me the Museum Educator position. I am very pleased to accept your offer.

It is my understanding that I will start work on August 2 with an annual salary of \$40,000.

I am very excited about working for you at the Science Museum! I will be in San Francisco during the last week in July and will call you on the 27th to take advantage of your kind offer to give me some housing tips.

Sincerely,

Mark Park