



FIVE STAR STAFFING  
&  
ACCOUNTING RECRUITERS  
ADMINISTRATIVE & ACCOUNTING PLACEMENTS

## FIVE STAR JOB CORRESPONDENCE

### COVER LETTERS

Three common types of cover letters:

- Contact Letters – Sent to individuals you know from whom you want information, help, or referrals.
- Referral Letters – Sent to someone you don't know to whom you have been referred because that individual either works for a company of interest or knows people and may be able to help you.
- Human Resources Letters – Sent to an HR department in response to a specific job opening.

Include those sentences or parts of sentences that are important and delete those parts that don't fit you.

### LETTERHEAD

*Emily Durant*

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312 Louis St. • Raleigh, NC 27416 • (919) 123-4567 • edurant@jobseeker.com

### INTRODUCTIONS

All letters will explain in the first introductory paragraph why you are writing and what you want.

- *For Contact Letters:*  
As you may know, I have recently begun my job search. Because I respect your opinion and judgment, I am writing to ask for your assistance. Please understand that I am not asking you for a job. I think, however, that your experience and knowledge of the current job market could prove a valuable asset in helping me explore my options.
- *For Referral Letters:*  
In a recent conversation with [CONTACT], it was recommended that I contact you. [NAME] felt that you would be a valuable resource in my job search and may be able to help me.
- *For Human Resource Departments:*  
Your recent ad for a [JOB TITLE] appears to be seeking a candidate with qualities tailored to my abilities. I offer solid experience in [KEY FUNCTIONAL GROUPS RELATING TO THIS POSITION]. The enclosed resume presents my background in more depth and provides information on my capabilities.

### MIDDLE PARAGRAPHS

- *For Contact Letters:*  
I am interested in utilizing my skills in [TOP FOUR ACTIVITIES] to help meet the needs of companies in the private sector. I am focusing on the following industries: [TOP FOUR INDUSTRY CHOICES]. Specific companies that interest me are [LIST THE NAMES OF FOUR COMPANIES]. Please take a few minutes and look through your address book for contacts you may have who might be interested in an individual with my talents.

- *For Referral Letters:*  
[CONTACT] felt that you may have an interest in a person with my experience and could be a valuable resource in my job search. I am interested in a position that would utilize my skills in [TOP 3 FUNCTIONAL GROUPS]. I have developed expertise in the areas of [THREE OR FOUR SUBJECTS

YOU STUDIED] and am strong in [TECHNICAL SKILLS THAT RELATE TO THE JOB]. I recently completed an Internship/Coop experience for [ORGANIZATION] where I [ACTIVITY PROBABLY IMPORTANT TO THE READER].

- *For Human Resource Offices:*  
Having carefully reviewed the stated requirements for the position, I find a close similarity between your needs and my qualifications.

*(In two columns)*

**Your Stated Needs**

List qualifications they want

**My Qualifications**

List your corresponding education/experience, etc.

**CLOSING PARAGRAPHS**

- *For Contact Letters:*  
If after reviewing my resume, you think of any situations where my skills and background would be a good fit, I would appreciate your comments and advice. I will call you in the near future.
- *For Referral Letters:*  
Open to relocation or travel, I would welcome the opportunity to meet with you or a member of your organization to explore any available opportunities. In advance, let me thank you for your consideration. I will call in the near future.
- *For Human Resource Offices:*  
ONLY if they ask for salary history or salary requirements, include ONE of these sentences. My salary history has always been negotiated based upon my level of responsibility. OR My salary requirements are flexible and negotiable and vary depending on the responsibilities of the position. I would welcome an opportunity to meet with you and talk in more detail about my ability to contribute to your current needs. Please contact me at 919-123-4567 or by email at [edurant@jobseeker.com](mailto:edurant@jobseeker.com). Thank you for your consideration.

**PERSONAL MARKETING PHRASES**

In some of the letter pieces below you are asked to provide Personal Marketing Phrases. This list of personal marketing phrases will help you to identify how to accurately describe yourself.

- Dedicated team member with a strong customer focus
- Highly effective communicator with both peers and clients
- Analytical problem-solver
- Efficient overseer with an eye for detail
- Creative and artistic self-starter who enjoys a fast-paced environment
- Keen sense of organization
- A team-player who enjoys contributing to a goal
- Tenacious and highly energetic negotiator
- Optimistic and out-going
- Persuasive manager who enjoys leadership
- Self-assured and determined
- Ambitious, with little patience for mediocrity
- Big-picture oriented with strong long-range planning skills
- Innate ability to prioritize needs and get things done
- Dynamic strategist with an eye for improvement
- Effective communicator with empathic sense for others
- Efficient perfectionist with excellent analytical skills
- Operations-oriented professional

Contact Letter

***Emily Durant***

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312 Louis St. • Raleigh, NC 27416 • (919) 123-4567 • edurant@jobseeker.com

May 7, 2007

Susan Fivestar

Five Star Staffing & Accounting Recruiters

5306 Six Forks Rd.

Raleigh, NC 27609

Dear Susan,

As you may know, I have recently begun my job search. Because I respect your opinion and judgment, I am writing to ask for your assistance. Please understand that I am not asking you for a job. However, I think that your experience and knowledge of the current job market could prove a valuable asset in helping me explore my options. I graduated with a bachelor's degree in accounting and am interested in utilizing my skills in accounts payable, tax preparation, and financial analysis to help meet the needs of companies in the private sector. I am focusing on the public accounting field. Some of the specific companies that interest me are Deloitte and Touche and Grant Thornton in Raleigh. Please take a few minutes and look through your address book for contacts you may have who might be interested in an individual with my talents. If after reviewing my resume, you think of any situations where my skills and background would be a good fit, your comments and advice will be most helpful. I will call in the near future.

Sincerely,

Emily Durant

Enclosure: Resume

Referral Letter

***Emily Durant***

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May 7, 2007

Susan Fivestar

Five Star Staffing & Accounting Recruiters.

5306 Six Forks Rd.

Raleigh, NC 27609

Dear Ms. Fivestar,

In a recent conversation with David Farwen, he recommended that I contact you. David felt that you would be a valuable resource to me in my job search and may be able to help me. I have recently begun a job search for a position where my skills in graphic arts, advertising, product packaging, and promotion design could be valuable to a company in the areas of pharmaceuticals, healthcare insurance providers, medical services, or medical equipment. I have two semesters of experience in Adobe Photoshop on both a Macintosh and Microsoft operating systems as well as a variety of classes in sales and marketing. For the last year I have worked for DSM Pharmaceuticals to help complete the marketing materials for a new product release. I know I can demonstrate the same degree of success in my next position. I am open to regional travel and would welcome the opportunity to meet with you or a member of your organization to explore any available opportunities. In advance, let me thank you for your consideration. I will call in the near future.

Sincerely,

Emily Durant

Enclosure: Resume

Human Resources Letter

***Emily Durant***

312 Louis St. • Raleigh, NC 27416 • (919) 123-4567 • [edurant@jobseeker.com](mailto:edurant@jobseeker.com)

May 7, 2007

Five Star Staffing & Accounting Recruiters.  
5306 Six Forks Rd.  
Raleigh, NC 27609

Dear Sir or Madam,

Your recent ad for a Receptionist appears to be seeking a candidate with qualities tailored to my capabilities. I offer solid experience in office support, multi line phone systems, and typing. My enclosed resume presents my background in more depth and provides information on my capabilities. Having carefully reviewed the stated requirements for the position, I find a close similarity between your needs and my qualifications.

**Your Stated Needs**

Associate's Degree  
Knowledge of multi line phone systems  
Exposure to construction industry

**My Qualifications**

Associate's degree in Communication, May 2002  
Prior experience as a switchboard operator  
One year experience with Tarheel Construction

My salary history has always been negotiated based upon my level of responsibility. I would welcome an opportunity to meet with you and talk in more detail about my ability to contribute to your current needs.

Please contact me at 919-123-4567 or by email at [edurant@jobseeker.com](mailto:edurant@jobseeker.com). Thank you for your consideration.

Sincerely,

Emily Durant  
Enclosure: Resume

After Interview Letter

***Emily Durant***

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May 7, 2007

Susan Fivestar

Five Star Staffing & Accounting Recruiters.

5306 Six Forks Rd.

Raleigh, NC 27609

Dear Ms. Fivestar,

Thank you for the opportunity to visit with you last Wednesday, May 3, 2007. I found our meeting most productive, and I appreciate being considered for an Executive Assistant position with your company. I left our meeting feeling that my background in C-level support with many notable companies throughout the Triangle will be particularly important to your company. I know from first hand experience that executives truly value support staff that can respond to last minute changes while maintaining a proactive focus. As an efficient perfectionist with excellent analytical and organizational skills, I see myself as someone able to provide key quality control in such a position. I am anxious to become a productive member of the team and thank you again for your thoughtful consideration. I look forward to hearing from you again the near future.

Sincerely,

Emily Durant



**STAR TIP**

Per Five Star Staffing & Accounting Recruiters' policies, be sure to forward your after interview thank you letter to your Recruiting Manager. He/she will ensure that it reaches the client with whom you have recently interviewed.

5306 Six Forks Rd., #213, Raleigh, NC 27609

[P] 919.854.4488, [F] 919.854.4477

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