

WRITING GOOD LETTERS

You may need to write letters during your job search to respond to ads, to introduce your Fact Sheet, or to thank someone for an interview or meeting. Use the following tips and the sample letters in this section as a guide when you need to write a letter.

- *First give the date you are writing the letter.*
- *Next list your name, address and telephone number.*
- *Then list the person's name to whom you are writing, job title and complete address.*
- *The greeting comes next and is written as Dear Mr. or Ms. (Person's Name): If you do not know whether the person is male or female, do not use Mr. or Ms. Simply use the person's name. (Try always to write to a specific person, unless you are answering a blind ad.)*
- *Next, in the first paragraph, state your purpose for writing to this person.*
- *If you are applying for a job, describe the skills, characteristics and experience which support your ability to do the job in the second paragraph.*
- *If you are writing to thank someone for a meeting describe specific reasons why you appreciate the advice you received in the meeting.*
- *If you are writing to thank someone for an interview, describe the specific reasons why you are a good match for the job opening in the second paragraph.*
- *If you are applying for a job or answering an ad, close your letter in the third paragraph by stating when you will call to schedule an appointment.*
- *End your letter by using the simple closing "Sincerely," and your name.*
- *Always send typed letters and keep a copy for your files.*
- *Avoid abbreviating words in your letters.*
- *Check your letters carefully for grammar, punctuation and spelling.*