

# PROFESSIONAL WRITING IN THE APPLICATION PROCESS

## LETTER OF INQUIRY

PURPOSE	DO	DON'T
<ul style="list-style-type: none"><li>Express interest in a specific organization</li><li>Inquire about possible job or internship opportunities</li><li>Market yourself to an organization</li><li>Not as specific as a cover letter</li></ul>	<ul style="list-style-type: none"><li>Research the company or program</li><li>State why you are writing</li><li>Highlight your relevant skills, experience, and knowledge</li></ul>	<ul style="list-style-type: none"><li>Be too authoritative</li><li>Write "Hello my name is..."</li><li>Write more than one page</li><li>Just repeat your résumé or CV</li><li>Indent your paragraphs</li><li>Write "To Whom it May Concern"</li></ul>

### TIPS TO REMEMBER

- Professional writing is concise and focused
- Always proofread and make sure your content is grammatically correct
- Schedule a critique with the Center for Career Development and/or ask a trusted friend or mentor to review for content, clarity, and grammatical errors
- All professional communication must be customized to a specific position; generic letters go in the trash
- Address your letter or message to a specific person (whenever possible)
- Cover letters and letters of inquiry, like résumés and CVs, are formal documents that need to be written on high quality paper when mailed or distributed in person

### SAMPLE LETTER OF INQUIRY

Dear Mr. Last Name:

Having studied accounting at the University of Connecticut, I am eager to begin my career at PwC. I am writing to express my interest in any upcoming entry-level opportunities with PwC's tax practice. Your department's focus on utilizing data analytics to inform decision-making highlights your role as a trendsetter in the field. My background in tax accounting, in addition to my analytical and communication skills would make me an asset to your organization.

While interning at KPMG on the Business Support Services team I utilized Microsoft Excel to evaluate trends in the firm's investment portfolios. Additionally, through my academic coursework I have developed an understanding of Lean 6 Sigma principles, which has increased my consulting skills. Please see my attached résumé for a summary of my relevant experience. I look forward to discussing my qualifications with you and can be reached by phone: 860-555-5555 or email: [firstname.lastname@uconn.edu](mailto:firstname.lastname@uconn.edu).

Sincerely,  
First Name Last Name

# NETWORKING COMMUNICATIONS

PURPOSE	DO	DON'T
<ul style="list-style-type: none"> <li>Express interest in a specific organization</li> <li>Inquire about possible job or internship opportunities</li> <li>Request an informational interview</li> <li>Market yourself to an organization</li> </ul>	<ul style="list-style-type: none"> <li>State who you are, how you found them, and what you are asking them for</li> <li>Ask for a specific amount of time (20-30 minutes) to discuss your career path and seek their advice</li> <li>State when you will follow up</li> </ul>	<ul style="list-style-type: none"> <li>Be too authoritative (this is a request letter)</li> <li>Ask for a job if requesting an informational interview</li> </ul>

## EXAMPLE MESSAGES

### INQUIRY BY EMAIL

*Requesting an informational interview*

Dear Mr. Last Name:

As a junior majoring in Psychological Sciences at the University of Connecticut, I am interested in exploring a career in human resources. I received your information from the local chapter of the Society for Human Resource Management and am writing to make your acquaintance. I would like to speak with you regarding your background and your own career path, as well as gain advice about becoming a competitive job candidate. Might you be able to set aside time for a brief informational meeting or telephone call?

My résumé is attached to provide you with some information about my background, including my work with the UConn chapter of SHRM. I look forward to hearing back from you.

Thank you for your time,  
First Name Last Name

### LINKEDIN CONNECTION REQUEST

*Someone you have previously met*

Ms. Last Name,

I enjoyed meeting you at the Center for Career Development's Careers in Mechanical Engineering Panel yesterday and appreciate your willingness to connect through LinkedIn.

Regards,  
First Name Last Name

### LINKEDIN CONNECTION REQUEST

*Someone you have not met*

Dear Ms. Last Name,

As a current UConn Biological Sciences student, I found your LinkedIn profile under the UConn Alumni Search page. I would appreciate connecting with you to learn more about your work as a research assistant at Yale New Haven Hospital.

Sincerely,  
First Name Last Name

# CAREER FAIR FOLLOW UP

PURPOSE	DO	DON'T
<ul style="list-style-type: none"> <li>Express interest in a specific position or organization</li> <li>Market yourself to an organization</li> <li>Maintain connection after a career fair</li> <li>Thank them for speaking with you at the fair</li> </ul>	<ul style="list-style-type: none"> <li>Research the company</li> <li>Remind them of who you are</li> <li>Highlight your relevant skills, knowledge, and experience</li> <li>Reiterate your enthusiasm for the opportunity</li> </ul>	<ul style="list-style-type: none"> <li>Be too authoritative</li> <li>Write "Hello my name is..."</li> <li>Write more than one page</li> <li>Just repeat your résumé or CV</li> <li>Indent your paragraphs</li> <li>Write "To Whom it May Concern"</li> </ul>

## SAMPLE FOLLOW UP MESSAGE

Hello Mr. Last Name:

It was a pleasure to meet you at the University of Connecticut Career Fair yesterday – I really enjoyed learning more about the Communication Associate role at XYZ Associates, especially the opportunity it provides to rotate through your various business units. I know that my marketing experience, which we discussed at the Career Fair, would apply well to your company, and I'm excited to learn more about the internships XYZ Associates is offering.

In addition to applying through your online application portal, I've attached my résumé for your convenience. I look forward to further discussing my qualifications with you in an interview. Thank you for your time.

Best,  
First Name Last Name

# THANK YOU LETTERS

PURPOSE	METHOD	DO	DON'T
<ul style="list-style-type: none"> <li>Stay on the employer's mind</li> <li>Indicate continued interest</li> <li>Follow business etiquette</li> <li>Introduce additional relevant information</li> </ul>	<ul style="list-style-type: none"> <li>Email: within 24 hours</li> <li>Mailed letter or card in addition to email</li> </ul>	<ul style="list-style-type: none"> <li>Thank employers for their time</li> <li>Reiterate your interest and strengths</li> <li>Send individual notes to each person with whom you interact (if possible)</li> <li>Send after any significant interaction with an employer (career fair, employer panel, networking event, interview)</li> </ul>	<ul style="list-style-type: none"> <li>Write it ahead of time</li> <li>Use postal mail if it needs to get there quickly</li> <li>Assume you have the job</li> </ul>

## SAMPLE POST-INTERVIEW THANK YOU NOTE

Dear Dr. Last Name:

I greatly appreciate the time you took to meet with me on Monday to discuss the Research Assistant role at ABC Laboratories. Your team really seems to enjoy working there, and I'd be fortunate to count myself among them.

The upcoming projects you mentioned during the interview sound very interesting, and I believe my internship at The Jackson Laboratory – especially with clinical genomics – provided me with a solid foundation to help me be successful with similar research assignments at ABC Laboratories.

Please let me know if you require any additional information regarding my candidacy. I am very excited at the prospect of joining your company. Thank you again.

Sincerely,  
First Name Last Name