

eRecruiting Post Graduation Contact Prospecting Letter (Full Block Format)

1600 ????? Ave., # ???
Exxxxx, XX 00000

Today's Date

Mr. Bxxxx Nxxxxx
Director of College Recruiting
Midwest Mercantile Company
0000 Rxxxxx Dxxxx
Cxxxxxx, XX 00000

Dear Mr. Nxxxxxx:

I located your contact information in Salisbury Universities eRecruiting employer database and would like to inquire about any employment opportunities within your organization. I want to work in the ?????? field and would like to become an employee with your highly respected organization.

I received my B.S. degree in ???? this past May. My interest in the ??? field started in my junior year at SU and developed further through a variety of ??? courses taken at Salisbury. My internship with a ????? convinced me to pursue a career in ???. When I researched the top ????? in the ??? area, ???? emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. In short, you provide the kind of professional environment I seek.

My résumé is enclosed for your consideration. My education and experience match the qualifications to be an excellent ?????, but they don't tell the whole story. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in ?????. And my relatively extensive experience gives me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of the year, but I would appreciate a few minutes of your time. I shall call you during the week of ???? to discuss employment possibilities. In the meantime, if you need to contact me, my number is 000-000-0000 and my e-mail is a-chen@salisbury.edu.

Thank you very much for your considering my request. I look forward to talking with you.

Sincerely,

John Doe