

Sample Prospecting Letter

243 Pecan Street
Collegetown, MI 32123

May 17, 2011

Ms. Emily Moore
Manager of Human Resources
Hampton Homes for Youth
815 Rocky Road
Bigtown, MI 12123

Dear Ms. Moore:

After reading about your company through your website, I am eager to inquire about employment opportunities among your team. I am very interested in employment with Hampton Homes for Youth and plan to reside in the Littlestown area after graduation.

In May, I will receive my Bachelor of Science in Psychology from Collegetown University. My interest in working in the human services field began in high school when I volunteered at a local nursing home and continued throughout my college career in which I maintained a part-time position working for a Behavioral Health group. My community service experiences with a local homeless shelter convinced me to work for an organization interested in serving disadvantaged individuals in the community. While researching various employment opportunities, Hampton Homes for Youth's commitment to serve the public and your excellent reputation for reaching out to the community inspired me to research these opportunities further. I believe your organization will provide the professional environment I am seeking, as well as an opportunity for a rewarding and valuable career.

My educational background and experience match the qualifications you seek among your clinical team, but they do not tell the entire story. I am certain that my ability to empathize, my commitment to serving others, and my leadership skills will be an asset to your company and the clients served. Additionally, my experience working with the public has given me an awareness of the needs of this community. I am confident that I will be a valuable asset to your organization.

I am aware that you are busy, but I would appreciate an opportunity to discuss potential employment opportunities with Hampton Homes for Youth. I will call during the week of May 24 to further discuss employment possibilities. If you need to contact me in the meantime, my number is (999) 888-7654 and my e-mail is ejones@college.edu.

Thank you very much for your time and consideration. I look forward to meeting you.

Sincerely,

Erin Jones

Erin Jones

Enclosures: Resume, References

What to do...

- ✓ Indicate interest and reveal source of information
- ✓ Outline your strongest qualifications
- ✓ Describe how your qualifications match the work environment
- ✓ Market yourself
- ✓ Convince the employer of your motivation and personal qualities that will contribute to the organization
- ✓ Suggest an action plan – request an interview, indicate that you will contact the organization to discuss interview possibilities
- ✓ Express gratitude and appreciation for the reader's time and consideration

Some things to avoid...

- ✓ Generic and impersonal letters
- ✓ Restating what is on your resume (instead, expand upon your experiences)
- ✓ Don't indicate that you will follow up unless you actually plan to do so