

Job Search Letter

This package contains:

1. Instructions & Checklist for Job Search Letter
2. Job Search Letter

Instructions & Checklist for Job Search Letter

- This package contains (1) Instructions & Checklist for a Job Search Letter; and (2) Job Search Letter;
- This form is designed to assist you in drafting a letter to use when contacting potential employers during a job search.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I would like to take this opportunity to introduce myself.

My name is [Name], and I am currently [Describe Current Position or Status]. As an industry leader, [Company Name] has a stellar reputation and is known for its innovative and successful business model. It would be an honor to be considered for a position within your company. With my experience in [Briefly Describe Experience or Credentials], I believe I would be an asset to your business.

I would welcome the opportunity to discuss this matter with you further. Is there a good time and place where we could meet? My contact information is located above, and I have enclosed a copy of my resume. In addition, I will follow-up with your office next week regarding this matter.

Thank you, in advance, for your consideration of this request.

Sincerely,

[Your Name]
[Title if any or delete if none]

Enclosure