

Dr. Jane F. Doe
Search Committee Chairperson
San Jose State University
San Jose, CA 09966

Dear Professor Doe:

I am responding to your advertisement in the Chronicle for Higher Education for a faculty position in the Materials Engineering Department at San Jose State University. I am a Ph.D. candidate at Stanford University in the Department of Materials Science and Engineering. My thesis work is in the area of process modeling for semiconductor fabrication and my specific research topic is the diffusion of dopants in gallium arsenide. My thesis advisor is Professor Dierdek, Director of the Integrated Circuits Laboratory in the Department of Electrical Engineering.

I am particularly interested in a faculty position in a department that values teaching. As you may note from my résumé, I have taken every opportunity to teach while at Stanford University, and I have also participated in various educational projects outside of the university environment. These included the Computer Literacy Project, which I founded and directed for three years in a predominantly minority middle school in Los Angeles, and Expanding Your Horizons at San Jose State University, a workshop for young women interested in pursuing careers in math and science. At Stanford University, in addition to being a grader and teaching assistant in several electrical engineering courses in semiconductor processing, I helped design and teach a materials science and engineering laboratory course. I also designed and co-taught a new course for undergraduates entitled Electronic Materials Science.

In addition to teaching, I am looking for a research opportunity that would allow me to continue my work in electronic materials processing, structure and properties. At Stanford University I have accomplished original research in pursuit of my degree, as well as contributed to the development of a fabrication line for GaAs digital technology. While working at Corning Corporation I designed and supervised construction of a thin film laboratory research facility and initiated a research project in amorphous semiconductor thin films.

I expect to finish my degree in May and have enclosed my curriculum vita, including a list of publications, a list of references, and a copy of my passport as proof of U.S. citizenship. Thank you for your consideration. I look forward to hearing from you soon.

Very truly yours,

Tabitha McTigue
1111 South Street
Jacksonport, VA 00000
222.855.6223

Roger R. Smith
123 Main Street
Anywhere, ME 00000

June 9, 2007

University of Maine at Fort Kent
Human Resources
23 University Drive
Fort Kent, Maine 04743

Dear Search Committee:

I was recently informed of the Assistant Director of Residential Life & Wellness position that is available at the University of Maine at Fort Kent. I have reviewed the responsibilities, qualifications and description for the position posted on the UMFK website and in the St. John Valley Times. With my knowledge and experience, I feel that I would fit well in this position and would be a great addition to the University.

Although I have only been a graduate for a little over two years, my experience goes back much further. I have been working with the people on an individual basis for several years. My work in insurance services goes back to 2003 while I was still an undergraduate student at the University of Maine. I graduated with a Bachelor of Science in Business Administration and a concentration in Finance. In addition to maintaining an overall GPA of 3.26 and obtaining several academic honors, I am also a Brother in the Lambda Chi Alpha International Fraternity, Maine Chapter, where I served as an officer in several positions. As an active officer on the Executive Committee, I was required to oversee chapter event planning, while simultaneously monitoring Brothers' academic and behavioral record to ensure that all were in good standing. These positions, along with my work experience, allowed me to develop time management skills, professionalism and to learn the importance of interpersonal relationships.

Currently, I serve as a Marketing Assistant for Liberty Mutual Insurance. My primary responsibilities include interacting with current and prospective clients to ensure that they maintain adequate insurance protection for their personal needs. I enjoy the working relationships that I share with each of my clients and feel that my enthusiasm would be an asset to the University of Maine at Fort Kent if selected for the position.

I have attached a copy of my resume as well as professional references for your perusal. I thank you in advance for your consideration and appreciate your time to review my resume.

Sincerely,

Roger R. Smith

Perry Persnickity
Idaho State College
1 Campus Drive
Middle, ID 11112

April 2, 1999

Mr. John Camps
Human Resources Director
Tollground Hunter Financial Group
35099 17th Street, Suite 2304
New York, NY 10001

Dear Mr. Camps:

My proven track record of successfully performing complex analyses on various corporations makes me an ideal candidate for the Analyst opportunity that you listed through the Idaho State College Career Services Office.

You specify that you are looking for someone with leadership, quantitative, analytical and communication skills. Last summer, I was given the opportunity to intern at First Real Estate Corporation. I worked within the Real Estate Finance Group, and assisted staff with problems arising from the misinterpretation of leases to miscalculation of rent schedules. As a result, I played an active role within the group and helped them to solve these issues. This process involved using the quantitative and analytical skills that I acquired through actively participating in coursework for my Business-Economics major.

My ability to work well as part of team also related to my success within this group. These attributes, combined with my enthusiasm to learn, were essential to my contributions and success during this internship.

I believe that I can apply the same skills within my internship last summer to a position within your company. I look forward to discussing the position with you in more detail. I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. Thank you for your consideration.

Sincerely,

Perry Persnickity