

THE RIGHT FORMULA TO GET HIRED – By Ray Kaelin

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Example of: The Introductory Letter / Broadcast Letter / Exploratory Letter:

FIRST NAME, MIDDLE, LAST NAME

Street Address

City, State, Zip

999-999-9999

myemailaddressl.com

Date: any day, any year

Target Company Name

Company Street Address

Company City & State Address

Attention: Mr. / Ms Contact Person

Title of Contact Person

Dear Sir / Madame:

THE INTRODUCTION SENTENCE – CRUCIAL: EXAMPLE

After completing my BA (or MBA or MA) in Finance, I'm ready for a new challenge.

(Or you can use your positioning statement which I spoke of earlier)

I'm looking to add value to your company in a challenging position within the field of Chemical Engineering (or Finance, or Marketing, etc.)

THE “WHAT I CAN DO FOR YOU” PART – EXAMPLE:

Becoming a critical partner to business decision making while advancing strong internal financial controls and compliance is what I am most proud of.

But also, although I am experienced in all phases of accounting and adept at systems optimization and process re-engineering; my role as consultant has been most rewarding.

HIGHLIGHT ANY RELEVANT ACHIEVEMENTS – EXAMPLE:

Apart from a number of copyrights, recently I was awarded a US government patent for best practices in SOX business assessments.

KILLER CLOSING STATEMENT - EXAMPLE:

I believe I can do an excellent job for you.

INNOCUOUS COMPENSATION STATEMENT – EXAMPLE

Although working for a fine company (institution, etc.) in a rewarding role is my primary concern, you should know that I am currently earning (or currently exploring position's at) \$75,000/yr.

CONTACT INFO – EXAMPLE

Either way, I would welcome the opportunity to talk with you in person. To that end I'd like to follow up by giving you a call (BE SPECIFIC) next Tuesday the 9th at 10:00am. I look forward to speaking with you. Thank you.

Sincerely,

Full Name - First Middle Last

As an aide, here is an excerpt from the book that will help with the articulation of the qualities of your work experience as well as describing the positive strategies employed when confronted with academic challenges.

Here are a number of terms and descriptors that I used during my interviews that helped describe abilities, strengths and demonstrated behaviors that I employed to accomplish successful outcomes when confronted with challenges or stressful situations.

They are similar to the resume power words but are more focused on behavior. The way I used them would be to insert any of the listed applicable terms as follows:

“When I ran into that problem I employed a good amount of _____ to achieve the positive outcome I had hoped for.”

| | | |
|----------------|------------------------|-----------------------|
| • Flexibility | • Adaptability | • Persuasiveness |
| • Independence | • Analysis | • Presentation skills |
| • Initiative | • Attention to Detail | • Setting priorities |
| • Integrity | • Building Rapport | • Teamwork |
| • Innovation | • Building consensus | • Technical knowledge |
| • Judgment | • Communication skills | • Tenacity |
| • Listening | • Decisiveness | • Work ethic |
| • Organization | • Delegation | • Proficiency |