

SAMPLE JOB AD RESPONSE LETTER #1

Date of Letter

Your Address

Your Phone Number

Hiring Authority's Name and Title

Hiring Authority's Address

Dear _____:

Your recent advertisement for (Job Title) captured my interest, and I believe the qualities you seek are well matched by my track record.

Your Needs:

- Mature, dynamic leader
- Employee relations experience
- Results

My Qualifications:

- Pioneered several successful programs:
 - Quality of worklife focus groups
 - Cost reduction program
 - Turnover reduction program
 - Participative objective setting
- Reduced production costs by 12 percent and absenteeism by 18 percent. Achieved an overall morale improvement through innovative management techniques.

Although my background is in a manufacturing division of a major corporation, my broad exposure in labor/employee relations encompasses sound principles that can be applied to other organizations. The enclosed resume details my experience and qualifications.

I would appreciate the opportunity to discuss my credentials in a personal interview and can be reached at your convenience at the number listed above.

Sincerely,

[sign your name here]

Your Name