

202 / 202-2 FINAL WRITING STUDY GUIDE and practice

Unsolicited Letters : Letter Content

Here is a list of points you should include:

- Say why you are writing the letter / email
- Say where you found out about the company
- Say why you would like to work at the company
- Say why you are qualified to work at the company
- Say you can provide more information if necessary

Unsolicited letter example:

Mr. Will Grayson,
Director of Marketing,
Boston Pharmaceuticals,
20 - 26 Main St,
Boston, MA.

Dear Mr. Grayson,

I have just relocated to Boston from Philadelphia where I have lived for the past five years. I am currently approaching companies in the area for a position within their sales and marketing departments.

My past experience includes three years at a large Computer Manufacturing facility in Philadelphia where I worked in the Marketing Department reporting directly to the Sales Manager. In the two years previous to that I worked at a Medical Device facility where I had responsibility for the creation of launch plans, seeing them through to completion, working in conjunction with the production teams. This role also included the presentation of these launch details at various symposiums and medical shows across the East Coast. Throughout this time I made many important external business contacts that have proved useful to the companies I have worked with.

I would like to bring this knowledge and experience to your company and would be grateful if you could take the time to review my resume.

I shall call your office early next week to schedule a convenient time to meet with you.

Thank you in advance for taking the time to look at my attached resume.

Yours sincerely,

Amy Mathews.

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