

Letter of Introduction

If you are going to cold call, then be prepared. It is difficult for employers to remember everything when they meet you, or if you can't see the manager then you need to be able to have an opportunity to introduce yourself when they are available to read through your resume.

The best way to do this is to write a short letter of introduction. It follows very similarly to our application letter for advertised positions, but with a few adaptations.

Check out the example on the next page. Each number below is an explanation and advice for each section of our example Letter of Introduction.

- 1.** Complete your contact details as per the format here.
- 2.** Include the correct date.
- 3.** Your employer contact details. Include salutation (Mr. Mrs. Etc.). Their first and surnames, position title, company name and address. If emailing, include email address.
- 4.** Salutation line. Make sure that you address this to Mr. Smith or Mrs. Smith etc.
- 5.** Opening Paragraph. This is your introduction about why you are writing to them and what type of work you are looking for.
- 6.** State your previous work experience, training and qualifications relevant to the type of work you are seeking. Briefly list tasks you completed if relevant to the role you are applying for. What attracted you to applying for employment with their company.
- 7.** Start another paragraph if you have additional information relevant to the position to tell them about.
- 8.** Why Employ You. This is your sales pitch. What can you bring to the position? Your attributes, other transferable skills etc.
- 9.** Request an interview. This is the close of your letter. Include contact phone numbers for yourself
- 10.** Sign Off. Yours sincerely, and your name. Don't forget to sign the letter Enc. at the end of a letter indicates that you have enclosed additional attachments for example your resume.

Example Introduction Letter

- 1.** Jane Red
5 Yellow Street
Big City 12345
(123) 456-7890

- 2.** 27th October 2020

- 3.** Roger Black Human Resources
Administration Business 666 Happy Street
Small City 23456

- 4.** Dear Roger Black,

- 5.** I am writing to enquire in regard to possible employment within your company. I am currently seeking work as an Administration Officer on either a full-time or part-time basis.

- 6.** My work experience includes working at XYZ Company where I was responsible for reception, filing, report writing, typing and other administrative duties.

- 7.** Other skills I have include:
 - Experience working with Microsoft packages
 - Customer service
 - Data entry
 - Designing marketing material

- 8.** I would make a valuable employee as I am eager to learn and willing to undertake further study. I consider myself to be honest reliable and professional.

- 9.** I have enclosed a copy of my resume for your reference. I would appreciate the opportunity to meet with you to discuss suitable vacancies. I can be contacted at the above phone number.

- 10.** Yours sincerely,

Jane Red