

For the Managers/Writers at (company name):

I am a professional resume writer and member of Career Directors International. I would welcome a stream for additional projects like this that didn't require my own marketing efforts. I was checking out possible online/contract work website options to recommend to my clients, and I found your advertisement for contract resume writers on (website name):

I found my way accidentally into this career over 10 years ago while working in the office for Kelly Services. One of the recruiters had a great employee for a high profile account. Problem was, his resume needed some cleaning up that my colleague didn't have time to do. I said, "I'll do it, see what you think. It couldn't end up worse, right?" The recruiter loved my edits and format, and from there on I reworked many resumes for all four placement staff there. And thus, my resume writing career began:

Since then I have had several related jobs doing the same thing I do with my own private clients: writing resumes, facilitating workshops on job search topics and doing one-on-one interview practice coaching.

I took a look at (the company website) and it looks like our processes for working with clients are similar. I am flexible in my schedule and will be able to meet your turn-around deadlines.

I will proudly share a few of the testimonials I am honored to have earned from happy clients:

***Thank you for the time you spent on this (resume) with me. . you'll be pleased to know that this one you helped me with got me a prestigious job as a camera man with the New York Yankees." – Scott, Videographer, FL/NY

"Thank you so much for taking the time and making the effort with my resume. It looks good and concise and gets to the point. I saved your advice pertaining to cover letters as well so I might make a better effort in writing individual letters for those involved instead of one cover all letter." – Ron, Photographer/Graphic Designer, FL

***Shannon took the frustration out of resume writing for me. We went through an interview process where Shannon drew information out of me, things I had forgotten or did not think were important. She made me look at my accomplishments in a different way. She was able to quantify those accomplishments. I am very pleased with the finished product. I feel much more confident going out in search of a new position." - Valerie, Attendance Clerk/Summer School Secretary, IL

***I deal with enough business professionals in my career to know that the truly proficient ones stand out. You are very good at what you do. I've recommended your services to a couple of my co-workers (in hopes they can) enjoy your competence and positive outlook." – Joel, Business Systems Analyst, FL

In addition, I love this feedback on my Resume Confidence by Shannon Terry Facebook page in response to my post about how in depth homework on one's resume helps the job seeker prep for interviewing:

Page fan: Resume prep is CRITICAL for interview preparation. I agree with your thorough style completely.
ME: Thanks, Stephanie. You have an HR background, right? They often find it builds their confidence too, once they get over feeling a bit overwhelmed by it all.
Page fan: Yes . . . 25 years of HR. I find your advice to always be spot-on.

I welcome (company name) to join my Resume Confidence Facebook page and visit my website for additional information about me and my industry knowledge and background.

Also looking forward to hearing more about your specific needs from a contract writer and completing the evaluation materials. I have plenty more samples to offer.

Most sincerely,

Shannon Terry
www.resumeconfidence.com
727-321-4172 / shannon@resumeconfidence.com

Comment [S1]: Because this letter was submitting online, the formal letter format with address and date is not necessary.

Comment [S2]: Explaining briefly why you are interested and how you found the ad is often a good way to begin your first paragraph.

Comment [S3]: Telling a relevant story that illustrates your qualifications is an interest catching and holding strategy.

Comment [S4]: Using quotations from annual evaluations or customer letters is a great way to prove yourself.

Comment [S5]: Using bullet points to list key qualifications is also a way to break up the text for the reader's eye. However, bullet characters can get skewed in online job board transmissions, so I used ** instead (ASCII characters)

Comment [S6]: Because their job ad didn't include a list of qualifications and requirements the way most do (they used sample submissions and noted an evaluation process for successful applicants instead), I couldn't match their listed requirements and how I met them (which is a highly recommended strategy) so instead, I added more testimonials, this time one they could easily verify if they "liked" my biz Facebook page themselves and checked for this post. If you have a marketing website or LinkedIn page with recommendations, this is similar.

Comment [S7]: Include your contact info on your cover letter, too, even though it's also on your resume.

Comment [S8]: Always keep your cover letter to one page max. This one is a tad longer than I usually recommend. I'm not as good at editing myself as I am my clients! ☺