

# How to Contact Employers by Email/Phone

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## **What if I do not see a specific opening with a company and want to ask if they are hiring?**

You can call or email the company:

"I am currently attending Penn State Behrend where I am completing my 6th semester, majoring in Communications. I am writing to ask if you have a Summer [or Fall or Spring] internship or position available in public relations or a related area. I feel my written and oral communication skills, along with my marketing experience will allow me to make a strong contribution to your organization.

If a position is available, how should I apply? I'd be happy to provide my cover letter and resume. Thank you in advance for your consideration. I look forward to hearing from you."

## **What if I see an opening, but I have an additional question?**

You can call or email the company:

"Hello, my name is Zachary Behrend and I'm very interested in the Market Analyst position you have posted. I have experience in marketing and pricing analysis and will graduate in May 2016 with a Marketing degree and certificate in Consumer Psychology."

**or**

"Hello, my name is Elizabeth Turner and I'm very interested in the Political Journalist Intern position you have posted. I have experience in conducting research and writing political news releases. I am currently a sophomore at Penn State Behrend majoring in Political Science with a minor in International Studies."

**then**

*Use one or more of the following questions to gain more information:*

"I was wondering if there was a more detailed job description available."

"I have the application instructions and wanted to see if you prefer hard copy or emailed application."

"Any additional information needed at this time?"

"To whom should I address my application?" "Could you spell that name and title for me?"

**and**

*Always finish with:*

"Thank you for your assistance. It is greatly appreciated."

## **Should I attach a cover letter to an email or put the cover letter as the body of the email?**

Either option is fine:

Option 1. Write a short introduction in the email body and attach cover letter and resume in a single PDF file.

Option 2. Use your standard length cover letter as the body of the email and attach your resume to the email.

\*Send yourself a test email before sending documents to a prospective employer to check formatting in the body of the email. Be sure to open and check the attachments also.

### Example of Email with Attached Cover Letter and Resume

To: emailaddress@company.org

From: myuserid@psu.edu

Subject: Internship Application (Job #555)

Dear Mr. Brown, [If the person's name is not known, use Hiring Representative]

I am writing in response to the ad posted on Nittany Lion Career Network for a research and product development internship (Job #555). Please accept my attached resume and cover letter as an application for this position. My skills and experience closely match the posted job description. I hope to hear from you soon.

Thank you,

My Name Here