

# How to Contact Employers by Email/Phone

## What if I do not see a specific opening with a company and find out if they are hiring?

You can call or email the company:

"I am currently attending Penn State Behrend where I am a junior, 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 other questions?

You can call or email the company:

### Start with

"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?"

### 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?

Cover letters are submitted as an email attachment if you are applying for a posted position.

Write a short introduction in the body of the email that indicates your resume and cover letter are attached. Remember to always attach your documents as PDF versions.

### 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 individual's name is not known, use Dear Hiring Representative]

I am writing in response to the ad posted on Nittany Lion Careers for the 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 and I am excited about the opportunity to gain additional professional experience in this role. I look forward to hearing from you soon.

Best regards,

Your First and Last Name