Dear Sir, Will You Hire Me?

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Dear Sir:

Will you hire me?

by Barbara Pierson, H. Jl. 3

"Letters, we get letters . . ." may soon become the theme song of employers across the country as they are deluged by thousands of letters from hopeful job applicants. If you are attempting to obtain your first working experience as a college graduate or if you want to find a summer job, your success in acquiring a position may depend upon the impression that you create in your first application letter.

By following some simple rules you can prevent the possibility of your letter being shuffled to the bottom of the pile on an employer's desk.

When preparing your letter, be sure to present a thumbnail sketch of yourself, your personality, training, and ability to fill a certain job. Do this truthfully, effectively and completely on one page.

In the first sentence of the letter give your reason for writing. Next, give a complete picture of yourself. Use the "I" form when necessary, but avoid boastfulness. Give unusual qualifications regarding past summer experience, academic training, skills, and college activities in which you participated. This may be presented on a data sheet to prevent the letter from becoming too lengthy.

Show your interest in the company and the position for which you are applying. Indicate your willingness to be personally interviewed, if this is geographically possible.

The appearance of the business letter is also important. The letter should be typed on 81/2" x 11" white business paper. There must be no misspelled words, no erasures, and the typing must be good. It should be single spaced with good margins.

The name and title of the employer or his agent should be included with the exact name of the company. In closing, sign your name above the typed signature.

In all your business correspondence, communicate so fully and concisely that no clarification is needed. Keep carbons of all letters, which can be reviewed before a second letter is written. Make it a policy to answer an employer's letter even though you are not interested. Write thanks for information, courtesies, or for an acceptance by a company.

It is considerate to accept or reject an offer quickly. When an oral offer is made, ask for a written confirmation. A letter of acceptance should be considered an employment contract.

With these few simple rules you are on your way to good business letter writing. Here's hoping that new job will be yours!

The Homemaker is Yours

by Doris S. Post, H. Jl. 4

Home economics students as a group are unaware of many of the services and activities of the Homemaker. 1962 is a big year for your magazine! This is the 40th Anniversary year of its publication.

Staff members are already making plans for a large anniversary issue to be presented in March. Bess Ferguson, the founder of the Homemaker has consented to guest-edit the issue. So, excitement permeates the air as we plan to bring our editorial year to a close. Our March issue marks the final project of the present staff.

Applications will soon be due for publisher and editors. The business staff will also be looking for new leaders and members. We are issuing a call to home economics students for help.

What can you do? If you like to write, draw, or work with advertising, budgets or circulation, why not try your hand as a Homemaker staff member? Jobs are not limited to journalism majors, and the wide representation of interests that each reader brings with her will help us to better serve your needs. Contact any staff member about your interests.

You, as a staff member, will work on eight issues, from April through March. You will meet prominent people on campus and become quite involved in the activities of the University. As a Homemaker reader and worker you should feel free to tell the staff about articles you would like to see written or ideas you would like to have discussed!

Let's look 40 years ahead! Let's join together to make the next years of the Homemaker as exciting as the first. Share your ideas, ideals, and efforts with the staff! We will share with you the experiences and ideals we have encountered.

Don't overlook the editor's mailbox. She will be waiting for you to write. Drop your correspondence in the Homemaker box in the press building, send it by campus mail, or give it to a staff member personally!

January, 1962

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