

チームさる

Date

Name
Job Title
Company
Street
City, State Zip

Dear Mr. Name:

My proven track record of successfully performing complex analyses on various corporations makes me an ideal candidate for the Analyst opportunity that you listed through the Name University Career Services Office.

You specify that you are looking for someone with leadership, quantitative, analytical and communication skills. Last summer, I was given the opportunity to intern at First Real Estate Corporation. I worked within the Real Estate Finance Group, and assisted staff with problems arising from the misinterpretation of leases to miscalculation of rent schedules. As a result, I played an active role within the group and helped them to solve these issues. This process involved using the quantitative and analytical skills that I acquired through actively participating in coursework for my Business-Economics major.

My ability to work well as part of team also related to my success within this group. These attributes, combined with my enthusiasm to learn, were essential to my contributions and success during this internship.

I believe that I can apply the same skills within my internship last summer to a position within your company. I look forward to discussing the position with you in more detail. I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. Thank you for your consideration.

Sincerely,

Signature

FirstName LastName

- インターンシップで発揮された能力が会社の求めている能力に合致していることをアピールしている
- 相手の求める能力を確実に把握し、それに見合った自分の経験を挙げることが出来る。

Comment [N1]: 採用担当者が当然知っている情報を繰り返す必要はない。

Comment [N2]: 回りくどい受動形の言い回し。“interned at...” “conducted internship at...” など、能動形のほうがスッキリした印象。

Comment [N3]: “action verb”をきちんと使えているところは評価できるが、“worked...and assisted...”と二つの動詞に分ける必要は必ずしもなく、“assisted staff of the real estate finance group with problems...”とできたはず。

Comment [N4]: 「このような問題を解決するのに積極的な役割を果たした...定量的、分析的スキルを要して...」とあるが、筆者は、具体的に自分の業務が何だったのか明確に表現しきれていない。間接的な表現から、読み手に想像で理解することを要してしまっている。効果的なアピール文とは言えない。

Comment [N5]: 最後に「ところで、そうしたスキルはクラスで身に付けたものなんですよけど...」とあるが、「ついでに付け加えた情報」と読めてしまう。むしろ、同段落をコースワークでこうしたスキルを身に付け、インターンシップでも実地訓練を受けている、だからこそ、御社の求人像に的確であろう、と展開すべきだった。

Comment [N6]: 全ての段落で、自分が適格人材であることを明言しなければならない。チームワークや熱心に学ぶ姿勢などは、アピールに値する資質。但し、具体的にどのような作業がそうした資質の証明になるのか明確に書かなければいけないし、「インターンシップの成功に不可欠であった」と締めくくるのではなく、「こうしたインターンシップでも培い、デモンストレートされた自分の資質が、御社の求める人材と合致する。必ず、御社の職場環境で貢献できる」と結ばなければならない。

Comment [N7]: “I believe...” “I think...”などをこうしたフォーマルな文章に入れると、若干幼稚な、説得力を欠く文体の印象を与える。“I am confident that...”などのほうがよいだろう。

Comment [N8]: 結局最後まで曖昧に書いたインターンシップでの経験一本でアピールを試みているが、「これら上述したような私の経験がスキルが...」と締めくくるには、アピールポイントが乏しい。

Comment [N9]: 一見謙虚なこの締め括りは、せっかく上でアピールしてきたことの自信のなさのように読める。

チーム My Pace

Name
Address
Tel

June 10, 2009

Name
Title
Company
Address

Dear Mr. Name,

I am pleased to present my resume to you for the position of crime reporter, in response to your advertisement in the Daily Gazette. I believe my broad-based criminal knowledge and being a dedicated journalist make me a qualified candidate for the position.

I have five years of experience in crime reporting with Morning Herald. During my tenure with Morning Herald I have worked on several important criminal cases as a reporter. Some of the famous cases on which I have worked include White Dalmia, Jason Kourne case, the kidnapping of a St. Thomas school bus, etc. I have been rewarded many times for my courageous and outstanding news reporting. During my work I have developed very close contacts with several police officers as well as with various doctors and politicians around the city.

I would appreciate the opportunity to discuss how my education and experience will be helpful to you. I will be contacting you soon to talk about the possibility of arranging an interview. Thank you for your time and consideration.

Sincerely,

Name

Enclosure : Resume.

経験を通して培った人脈は resume では表現し辛く、
cover letter だからこそ伝えられる内容だと思ったから。

Comment [N10]: 前のレターと同じ。

Comment [N11]: 自身の資質を要約しながら募集されているポジションへの資格をアピールして終わるこの段落の締め方は、非常に良い。

Comment [N12]: アピールに値する経験や業績を持つ人物であることは読んで取れるが、職歴、関わった分野、表彰などは、履歴書に入っているはず。まったく同じ情報を文章体で繰り返しているのであれば、スペースの無駄。「犯罪事件に関する広範な知識を持つ、献身的なジャーナリスト」であることを上段で述べているのであるから、その知識と、献身的な姿勢を具体的な事例からデモンストレートする段落として展開すべき。

Comment [N13]: 取材活動を通して広いネットワークを築いたことはビッグ・プラス。但し、応募している新聞社の新しい業務でも活用できることを明言してこの段落を締めくくらないと、言い放っている感があり、文章構成上、荒い印象。

Comment [N14]: 唐突。上段に関連する分野で教育を受けた記述はない。

Comment [N15]: この段落の構成、最終段落としての締め方としては、すっきりしていて良いだろう。

Name
Title
Company
Address
City, State, Zip Code

チーム Ringo Star

Date

Dear Mr./Ms. LastName,

I would like to express my interest in an entry-level analyst position with Company. Throughout my job search and conversations with investment advisors I have come to respect the professionalism that characterizes your firm and its employees. I am confident that the Company team's values and objectives would highly complement my own strengths and enthusiasm. I would like to be considered for your Investment Banking Analyst Program, or a similar position that requires refined analytical and communication skills.

Comment [N16]: 第一段落としては、その導入部、結論部で、CLの目的が明確かつ簡潔に示されていて良い。

Comment [N17]: 応募企業の特徴と自身の資質をこの二文ですり合わせ、相性の良さを巧みに演出している。

I was impressed to learn of Company's recent acquisition of Hambrecht Group, a tactic which I see as indicative of Company's commitment to achieving growth and success in the future. Innovative and exciting approaches such as this, coupled with Company's highly regarded Analyst Program, convinced me that Company is the ideal environment to begin my business career.

Comment [N18]: 業界・企業研究がしっかりできていることを伺わせる良い内容の段落。"convince"の使い方が非常にうまく、効果的なアピール文。

Evidence of my leadership and analytical skills can be seen in my responsibilities as analyst intern at Company, and my commitment to my academics. My educational background in government and business, combined with my internship experiences, has been excellent preparation for a career with Company.

Comment [N19]: この段落の導入と閉めは完璧だが、教育とインターンシップで得たリーダーシップと分析的スキルを段落中ほどでもう少し具体的に説明すべきだったろう。

Please review the enclosed resume and references and consider my application for your Investment Banking Analyst program. I would appreciate the opportunity to come to New York to meet with you and explore the company environment, as well as possible job opportunities at Company. I will call your office next week to discuss these possibilities. I look forward to exchanging ideas with you concerning a career at Company and the positive contributions I would offer as a member of your organization.

Comment [N20]: 必ずしもレター全体の締めくくりとして悪いものではないが、段落内で述べたことと重複している。ここを簡略化して、その前の段落をもう少し膨らませたほうが良かっただろう。

Thank you for your consideration.

Signature

FirstName LastName

- 1ページの中で伝えたいことを上手く凝縮して簡潔に書かれているから。
- 丁寧かつ簡潔で分かりやすいから
- ポイントに目がいくようなレイアウト。
- 強調したいところがわかりやすいと感じました。
- とても見やすく書かれている。
- 内容もしっかりかつ簡潔に書かれている。
- 何がその人にとって一番重要な出来事であったに絞ってかいてある。
- 出だしがストレートでわかりやすい。
- 自分の能力を経験とともに書いて、簡潔すぎず、説得力がある。

March 7th, 2005

Name
Title
Company
Address

Dear Mr. XXXX:

Re: Application for Analyst Position

I am writing to express my interest in securing an analyst position with your firm, in response to your job posting in the National Post. I am currently employed as a financial analyst at Solaris Ltd., an emerging software company providing management information system solutions to the telecommunications sector.

I come to you with a solid understanding of the MIS software industry and market participants. Reporting directly to the CFO at Solaris, I worked closely with management on financial and strategic issues. As a highlight of my experience, I participated in three annual budgets, was instrumental in engineering one major corporate restructuring, and collaborated on diverse process development and monitoring initiatives. My work required me to interface with key actors in every department of the company to meet deadline-oriented deliverables.

At this stage in my career, I am ready to make the leap to consulting. My background working in an emerging software company provided me with an insightful perspective on problems that companies encounter in their day to day operations. I ask for the opportunity to translate that experience into business solutions for your customers.

In that regard, I would appreciate the opportunity to meet with you to discuss my qualifications and the possibility of joining your organization. Please find enclosed my resume for your review. I look forward to hearing from you.

Yours very truly,

Amanda Jones

簡潔にまとまっている

- 長さもちょうどいい
- キャリア形成がきちんとできている
- 応募している職と自分のスキル、能力や経歴の相性がいい
- 表現が分かりやすく、丁寧
- 経歴の細かいところまで述べている
- 最後「Yours very truly, Amanda Jones」が左詰めならもっとよかったのという意見も出た

チーム Sary

Name
Address

July 15, 2006

Mr. Name
Human Resource Manager
ABC Company
Address

Dear Mr. Name:

Your advertisement for an experienced Marketing Manager, posted on the CareerCross website, caught my attention. After reviewing my enclosed resume, I hope you will agree that my qualifications match your needs, and consider me for the position.

Working as a Marketing Assistant for XYZ Food Supply Company in London for three years, I was able to develop a strong understanding of the demands and needs of consumers. Last September, I was promoted to Team Leader at XYZ because of my talents for organizing and supervising. I successfully improved the team productivity by raising the frequency of internal communications, and introduced a new system to measure the effectiveness of XYZ's advertising.

Through my practical experience and my Master's Degree in Marketing Management at Nottingham University, I feel fully prepared to meet the demands of your fast-paced marketing division. According to your advertisement, the position requires someone who is very dynamic, energetic, outgoing, flexible and responsible, and works well both independently or as a part of team. I have these skills, and am confident that together with my experience, and linked with the vision of your company, they will serve to create profitable results for ABC Worldwide.

Thank you for taking the time to review my credentials. I am excited about the idea of working for Japan's national leader in imported food, and look forward to hearing from you shortly to arrange a meeting. I may be reached by phone at 048-829-123x or by Email at xxxx@email.com.

Sincerely,

Name

- 謙虚さがあって好印象
- キャリア形成の過程がまとまっている。
- 経験をもとにスキルをアピールしているため説得力がある

Comment [N21]: あまり効果的な導入の仕方ではない。通常、目上の者の「目に留まる」といったニュアンスがある。もう少し謙って、かつ強い関心を示すようにするか、典型的な文体で入ってもよい。

Comment [N22]: 少なくとも丁寧な表現ではあるが、控えめすぎてもアピール度に欠ける。I am confident...などのほうが妥当。Compliment, contributeなどをうまく活用するとよい。

Comment [N23]: 「～することができた」という日本語の直訳的発想から書かれた文章。Action verbの過去形で良い。

Comment [N24]: マーケティングとは、消費者の需要を緻密にデータ把握する役職であるのだから、それについて"deep understanding"を得るのは当然。アピールすべきは、そうした理解、情報に至るための市場分析者としていかに優れたデータ収集・分析、それをビジネス戦略に応用していく技術を身に付けたかということだろう。

Comment [N25]: 出世したことは履歴書からわかるので、そのことを中心に書かれたこの分は無駄に近い。チームリーダーとしての運営・指導能力がいかにチームの成功に導いたか、それが、応募先でも活かせる、と展開すべき。

チーム Kinki

Name
Title
Company
Address

Dear Mr. Name:

My extensive top-level background in information-technology makes me exactly the kind of value-added executive you need in the Senior IT Manager position you are advertising.

With my more than 13 years of progressively responsible experience, I offer a distinguished career earmarked by accomplishments in leading and directing information-technology operations across broad disciplines, including hardware, software, development, testing, production support, project management, database technologies, customer satisfaction, vendor relationships, strategic planning, staff development, promoting change and improvement, and technology implementation.

My proven track record includes planning implementation of new technology projects and developing technology strategies that align with business needs while ensuring that products meet customer needs and corporate goals.

In fact in several organizations, I have played a major role in planning and directing IT solutions to support operations and achieve goals. Your organization will gain from my strong sense of dedication, solid work ethic, teamwork skills, and ability to find solutions.

The bottom line is that I can walk into a troubled business situation and say, "There's got to be a better way." I then excel at guiding the organization past the obstacles and on course to meeting its goals. Employing a unique combination of expertise in key areas in which businesses require assistance, along with practical, intuitive management skills that make me a motivated, dynamic problem-solver, I can grasp the larger picture, envision broader challenges, marshal resources, and motivate team members – and do it all with energy, resourcefulness, and tenacity.

I'd like to meet with you to discuss adding value to your firm as I've done for my previous employers. I'll contact you in the near future to arrange a meeting. Should you wish to reach me before then, please call XXX-XXX-XXXX or e-mail me at xxxx@xxxx.com. I appreciate your consideration.

- 書き出しから自信がうかがえる。
- 自信だけでなくそれ以降でしっかりと、自身の経験を述べており、説得力がある。
- 最後に、面接のアポを取るために、自分から連絡することを伝えている。
- たが、かなり長いパラグラフがあったりと、読む側からしたら若干疲れてしまいそうな印象を受けた。

Name
Title
Company
Address
City, State, Zip Code

チームエイト

Date

Dear Mr./Ms. LastName,

I am a senior at the State University interested in interviewing for a job as a Marketing Assistant with ABCD. I believe that ABCD has the ideal culture in which to pursue my goal of becoming an innovative and responsible arts administrator and contributing to the ABCD company's outstanding record as a center for exhibition and discussion of contemporary art and culture.

Academically, my extensive course work in the art history department at the State University has allowed me to gain an understanding and appreciation for the art your Company exhibits. I also have studied broader elements of arts management, including audience development and fund-raising as a part of my recent arts management class at State University. As a part of that class, I worked for the BCE Museum examining their marketing strategies, as well as other institutions, in an effort to discover the most effective and efficient manner to promote their upcoming exhibition. This rewarding experience working for the BCE Museum sharpened my desire to continue in this field and helped me develop the tools I need to be an effective arts administrator. I have also been able to spend time working for BCE Museum specifically as a survey assistant, which has further strengthened my interest in museum studies.

My previous summer work experience as a staff reporter for The XWZ newspaper, as well as my experience working for my school's paper, has provided me with a strong base of communication knowledge and helped me learn how to develop and work on several projects at once, write about a diverse range of topics, work quickly and efficiently, and further developed my interest in becoming a better marketer.

I firmly believe that I will be a good fit in ABCD's innovative environment. Thank you for your time and consideration.

Sincerely,

Your Signature

Your Typed Name

- 学生目線である。
- 積んできた経験が志望する仕事内容とリンクできている。
- Work という動詞はあるが、具体的な内容があとに続いている。
- 段落構成がわかりやすい。
- 量が適当である。

チーム伊右衛門

November 20, 2000

Name

Title

Company

Address

Dear Mr Maple:

With a passion for the oil field industry, the motivation to succeed, strong interpersonal and communication skills and a particular talent for forward planning to develop effective and cost-efficient solutions, I believe I have the qualifications to join your reputable organization as a **well site supervisor**.

Some of the key talents that I can bring your company include:

- Expert in **team building** to achieve **productivity, performance, quality, and cost objectives**.
- Experience working in on-and offshore, high arctic, Western Canada, and Middle and Far East.
- The ability to **“think on my feet”** and make modifications in the field, when appropriate. Often I have been able to save time and money by making decisions in the field that solved problems and achieved clients’ objectives.
- Extensive hands-on experience in all facets of oil field activities including: **completions, workovers, drilling, and pipeline**.

Now, I would like to put my drive, energy, and experience to work for your team. To help you discover a little about who I am and what I have done, I have enclosed a brief résumé. As you review it, I hope a central point stands out: I do excel when I am accountable for results managers and clients can see.

Words on paper do not replace face-to-face conversation – I would welcome a personal interview to discuss my qualifications in detail. I offer the necessary experience; dedication and personal qualities to serve as an excellent consultant in assisting your organization reach its objectives.

Thank you for your consideration. I look forward to our conversation.

Sincerely,

Brad Davies

Enclosure: Résumé

必要と思われる項目が全て入っている:

- 一番上のパーソナルデータ
- 日付、宛先
- 志望理由
- 持っているスキルと志望職の結びつき
- どうして志望職に自分がふさわしいか
- レジューメを同封していることについて言及
- 面接まで結びつけて書いている
- 検討してくれることへの感謝