



## Prospecting Letter 01

Street Address  
City, State, Zip  
Date of writing

Name  
Title  
Company  
Street Address  
City, State, Zip

Dear Mr./Ms.:

Union Carbide's extensive list of products and wide range of sales offices are attractive to me as I seek a position in the area of technical sales. My background and encompasses both technical and sales abilities.

You will notice in my resume that I worked as a summer intern for the city of Philadelphia and assisted a city engineer in the field of wastewater treatment. The UNOX System that you have developed is a method with which I am familiar, both from an experiential and a research capacity. In my summer job, the process we used involved utilizing oxygen gas in the wastewater treatment process. For various course projects, I had the opportunity to conduct in-depth research on a filtering process that supports wastewater treatment.

As a supplement of my technical skills, I have developed capabilities in the field of sales. My position with the ACME Sales Company netted a \$20,000 profit this past summer and the honor of being named Number 1 Salesperson in Cuyahoga County, Ohio. In addition, I was privileged to be the co-author, with my marketing professor, of an article entitled "The Art of The Sales Deal." This combination of practical and research experiences can be applied to the distribution of the growing number of consumer products of Union Carbide.

I would welcome the opportunity to review my qualifications and background in greater detail and will call you next week about the possibility of such a meeting. I plan on being in South Charleston the week of (date) and hope we can arrange a meeting at your convenience during this period.

Thank you for your attention.

Sincerely,

(Handwritten sig.)  
Your name, typed



Professional Career Services

Phone (410) 515-9730

Fax (410) 516-9732

[www.carey.careerservices.edu](http://www.carey.careerservices.edu)

[careerservices@jhu.edu](mailto:careerservices@jhu.edu)

