

Pro-Active Human Resource Management – Sample letter

Sample of a cold canvassing letter to a company- Graduate

Your name and address

Date

*Name and title of person writing to
Company name and address*

Dear Mr Hayden

My research shows that your company has recently entered into a joint venture mining contract to supply and service heavy-duty machinery and equipment to China and Taiwan based companies, with projects all over Asia. I am particularly interested in the fact that this is your first joint venture project in Asia.

This is of great interest to me because I have recently completed a Degree in Commerce, specialising in New Venture Start-up which included International Finance and an elective on Relationship Building in the Asian Business Environment.

I consider new venture set-up very challenging and would be very keen to talk to you about how we can mutually benefit by my expertise and knowledge of the Asian business environment and your company's experience in joint ventures with an impressive portfolio of current and past projects.

I can learn so much from the company's highly experienced personnel and I can positively contribute to your organisation twofold - through my studies and my personal experience, having been brought up in Asia.

My parents came to Australia from Hong Kong quite recently. My father is now retired after a career as an International Consultant. I was exposed to International Trading from an early age, and received my early education in 6 Asian countries. I speak and write both Cantonese and Mandarin and know the Asian culture, from experience as a child and in theoretical terms in the new business environment, which, no doubt, would be useful for a company trading in Asia for the first time.

I would like to meet with you to establish my knowledge and credentials that may be utilised in your company, now or in the future.

I trust you will not mind if I contact you by Friday, to see if you are interested in meeting me face to face where I can expand upon my commerce knowledge and overall experience with university projects setting up joint ventures, for example. Of course you can contact me at any time on 014 455 266.

Yours sincerely (or more common today, "regards").

signature

Name

Do not enclose resume. Enough interest has been created.

