



CAREER CENTER
ST. CLOUD STATE UNIVERSITY

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E-Note Letter Format

Unlike a traditional full page cover letter, an e-note is shorter (think 1/3 to 1/2 of a page) but still captures the essence of your career success. E-notes are either contained in the body of an email or uploaded onto job boards.

Here's a guideline to structuring your e-note:

- Make the **subject line** specific and compelling (Example A).
- Write a short one or two sentence **opening paragraph** (Example B).
- Include bullet points or short paragraphs in the **body of the email** sharing additional value-add information (Example C).
- Close with a short **concluding statement** and informative **signature block** (Example D).

(Example A)

Subject: Director of Operations, Turnaround Expert, MBA

(Example B)

Under my leadership, operations boosted output by 300%, decreased scrap by 95% and increased uptime by 150%.

(Example C)

- Resurrected lagging revenue, surpassing targets by 120% for last 4 quarters.
- Exploded staff engagement, achieving unprecedented employee satisfaction scores of 92% in 2013 and 98% in 2014 after 5 years of ratings peaking at 75%.

(Example D)

The pillars of my success have been my aptitude for leading people and ability to champion change across the business. I would welcome the opportunity to elaborate on my fit for this position and hope to hear from you shortly. If not, I'll follow up in a week with a quick call or email.

Sincerely,

Joe Jobseeker