



JOB SEARCH CORRESPONDENCE

Types of Correspondence

As you seek meaningful work, you will have different opportunities to write employers about a range of issues. The following lists the more common types of letters you may be writing:

- Follow-up letter
- Thank-you letter
- Job acceptance letter
- Letter of refusal

Thank You Letters

Following an employment interview, you will want to send out within one to two days a thank you letter to the person(s) with whom you interviewed. If you are serious about this opportunity, a thank you letter is a must. In this letter, express your appreciation for the time the person spent interviewing you. In the second paragraph, state several reasons why you are a strong candidate for the opportunity.

Follow-up Letters

Whenever sending additional information or documents, including a transcript or writing sample to a prospective employer, always include a short typed note or letter to accompany this material. At times, this can be incorporated into a thank you letter if the timing is appropriate.

Job Acceptance Letter

Once you have accepted the professional position, write to your new employer to confirm in writing the verbal terms of your agreement. State specifics like salary and dates when you will start to ensure that you are both on the same wavelength. Also indicate that you look forward to beginning your work with them. Finally, send this acceptance letter via certified mail with return receipt to ensure that they receive this confirmation of accepting the position.

Letter of Refusal

If you decide to not accept a specific opportunity offered to you, be sure to put in writing your reasons for declining the offer. Thank the person for the offer and refuse graciously. Do not say anything negative about either the position or the organization since you may want to consider working there in the future.

Sample Thank You Letter Format

Your address
 City, State Zip
 Date

Name
 Title
 Organization
 Address
 City, State Zip

Dear Name:

Express appreciation for the time the interviewer spent with you.

Articulate what you feel you can provide to prospective employer and why you have an interest in the opportunity.

Indicate that you look forward to hearing from them in the near future.

Sincerely,

(your signature)

Your name typed

The staff in the Office of Career Services welcomes the opportunity to meet with you and provide feedback on your cover letter, thank you letter or any other job search correspondence.