

## FOLLOW-UP LETTER

### *Thank You/No Thank You Letter*

(Type or handwrite same day or day after interview)

Your Mailing Address  
City, State Zip Code  
Date

(Quadruple space)

Employer Name  
Title  
Mailing Address  
City, State Zip code

Dear Ms. /Mr. \_\_\_\_\_:

**First Paragraph** - Express appreciation for being granted the interview and the courtesies extended to you by the interviewer(s). Indicate the position for which you were interviewed, where the interview was conducted, and the date. You may want to recall some pleasant incident that took place during the interview.

**Second Paragraph** - If you want the job, reaffirm your interest in the job or position for which you were interviewed. Briefly cover your reasons for wanting this opportunity. If you have had relevant experiences since the interview, give a brief description. If you do not want the job, include a simple statement to that effect.

**Third Paragraph** - Be willing to provide additional data that will clarify or strengthen your application. Hopefully all of this was covered, but in case it was not, make sure you cooperate with the employer. Indicate you are available for further interviewing at their convenience. Or if you do not want the job, thank the recruiter for their time and energy.

Sincerely,  
(Quadruple space)

(Your handwritten signature - black ink)

Type your name

# JOB SEARCH LETTERS

8888 Campus Box  
Elon, NC 27244  
March 5, 2011

Mr. John Belavenia  
Vice-President of Marketing  
Patrick Enterprises  
2345 Elam Ave.  
Minneapolis, MN 56789

Dear Mr. Belavenia:

While searching the internet yesterday, I discovered the Patrick Enterprises homepage and was very impressed with the company information. I found the position description of Public Relations Assistant on your Employment Opportunities page. Upon reading the job description, I feel my skills and experience would make me a strong candidate, and I would like to be considered for the position.

Along with my class work at Elon University, I have been able to gain valuable practical experience through my internships. A generous portion of my internship at Woodstone College involved assisting with the creation of a marketing plan. This assignment required a great deal of research and collaboration, and from this experience I gained a better understanding of communication tools and how to use media to reach various publics. The job description also stated you need a self-starter. While at Elon, I recognized a need to assist new students in their adjustment to college and worked with Elon's Student Government Association to initiate the *Student to Student Program* and to recruit volunteers.

Enclosed you will find my resume and list of references. If you need to see samples of my work, I can arrange to forward them to you. I will call within the week to check the status of my application and inquire about the hiring timeline. Thank you very much for your time and consideration.

Sincerely,  
**Anita Career**  
Anita Career

Enclosures

**Student Professional Development Center**

2020 Campus Box    Elon, NC 27244  
336-278-6538        [www.elon.edu/careers](http://www.elon.edu/careers)

# COVER LETTER

## *Inquiry/Application*

### COVER LETTER TIPS

- ◆ Cover letters should be less than a page in length -- usually 3 to 4 paragraphs.
- ◆ The cover letter should be customized to each company/position and should reflect any special skills or knowledge you possess related to the job. Employers can detect generic cover letters and will not be impressed. You must research the company and position description to write a strong cover letter.
- ◆ Address the letter to a specific person. Call the company or organization to obtain a name.
- ◆ Type each letter individually on good quality paper. This paper should be the same as you use for your resume.
- ◆ Spell check and proofread to avoid errors.
- ◆ Remember to sign the letter.

### FAQ's About Cover Letters

#### **Do I need to send a cover letter with every resume I submit?**

**Answer:** There are times when cover letters are not necessary (i.e. on campus interviews arranged through the Career Center, Job Fairs, or other special circumstances). In most cases, especially when you initiate contact, it is a good idea to include one. If ever in doubt, send a cover letter with all resumes.

#### **Doesn't the cover letter repeat the same information listed on my resume?**

**Answer:** The cover letter is usually read before your resume and may highlight or refer to specific information on your resume. More importantly, the cover letter allows you to state why you are interested and explain in more depth your responsibilities, roles, and skills. It should be interesting to read and unique to your experiences and interests.

#### **Will I come across as boastful if I write about my strengths? I feel uncomfortable "bragging."**

**Answer:** If you carefully plan your letter and communicate effectively, you can avoid sounding boastful. Do not simply state your strengths; give concrete examples of how you have developed skills and used your talents. Allow other people to proofread your letter and be willing to listen to their feedback. If you do not articulate your confidence, how will the employers know they have the "right" person for the job?

Your Present Address  
City, State Zip Code  
Date

(quadruple space)

Ms./Mr. Employer Name  
Title  
Company  
Mailing Address  
City, State Zip Code

Dear Ms./Mr. \_\_\_\_\_:

**Opening Paragraph** - Tell why you are writing. Name the position, field, or general vocational area about which you are asking. Tell how you heard of the opening or the organization. Mention a contact name if you have one.

**Middle Paragraph** - Mention those qualifications you think would be of greatest interest to the employer, slanting your remarks to his/her point of view. Tell why you are interested in the company/organization, location, or type of work. If you have had related experience or specialized training, be sure to point it out. This is the place to "sell" your skills and abilities to the potential employer. Document your claims with statements which show evidence of your skills.

**Closing Paragraph** - Refer the reader to the enclosed application form or resume.\*  
**If this is a letter of inquiry**, inform your contact that you will be calling to set up an information interview. **If this is a letter of application**, you may state that you will call on a certain date to check on the status of your application and inquire about the hiring timeline.

Sincerely,  
(quadruple space)

(Your handwritten signature - black ink)  
Type your name

Enclosure(s)

## **You receive a job offer...**

### **You accept:**

- ◆ A simple letter of acceptance documents the details of the offer: job title, salary, duties, start date, benefits package, signing bonus, relocation expenses, car/travel allowances, and paid education.
- ◆ Sample sentences:

"I am pleased to accept your offer for the position of Manager Trainee at an annual salary of \$28,000."

"This is to confirm the terms of our employment agreement."

"This memo is to confirm my interest in your offer."

"Thank you for your telephone call of March 4 offering me a job as a teacher in your English Department at an annual salary of \$22,000. Please consider this letter my formal acceptance."

### **You decline:**

- ◆ In your letter, state that you "have decided not to accept the offer." Do not write that you decline the offer. You are, in a sense, rejecting the people you met and the company that employs them, so be tactful.
- ◆ Remain positive and thank everyone for their time.
- ◆ Every person you meet during your job search becomes an important networking contact. Do not burn bridges. Remain open to collaboration and communication. Stepping on toes may come back to haunt you when you least expect it.
- ◆ Sample sentences:

"I appreciate your offer, however, I have accepted another position."

"I am honored by your offer, but have made other plans."

"I appreciate the time and energy you devoted to me during the interview process."

"After significant thought, I have decided I am unable to accept your offer."

"Thank you for the offer and for the hospitality. I was treated well by all."