

In the past, hard copy letters were sent via “snail mail” for a variety of reasons, including inquiring about open positions, setting up informational interviews, accepting job offers, withdrawing an application, accepting job offers and rejecting offers. Some of these official letters have gone the way of the rotary telephone and these days, most of your communication with employers and graduate schools will be through email and telephone. Outlined below are some guidelines for writing professional emails and tips for when hand-written or hard copy letters are appropriate. Refer to the Components of a Job Offer section, starting on page 68, regarding accepting and rejecting job offers.

THANK YOU NOTE

This is an important piece of the job search and can play a significant role in the hiring process. The thank you note is critical for effective interview follow-up! After any interview (informational, full-time employment, graduate school, internship or summer job) it is extremely important to send a thank you note to the person(s) with whom you interviewed. If this is not feasible, send a thank you to your interview “host” or to the highest ranking manager you met with and include a request to extend your thanks to the entire group. When used to follow up on employment interviews, thank you notes should be sent within 24 hours.

Tips

- Hand-write a note to send in the mail if you know you will not hear back from the employer or graduate school for a week or more. If your handwriting is not legible, consider typing the note instead.
- Email the thank you if the employer or graduate school plans to contact you in less than a week.
- Thank you notes for informational interviews can be handwritten or emailed.
- Remember to send a thank you note to your references.

What to include

- Thank the interviewer for their time and the opportunity to interview with them.
- Express continued or enhanced interest in the position.
- Bring up something you enjoyed talking about or learning during the interview.
- Reiterate your skills or bring up additional information not discussed in the interview.

Sample Thank You Note for Interview

Permanent Address :

1111 Main St.
Grosse Pointe Park, MI 48230

Karl Colman

karl.colman@lawrence.edu
920-832-0000
linkedin.com/karlcorman

University Address :

711 E. Boldt Way, SPC 128
Appleton, WI 54911

May 29, 2017

Dr. Julia Edmonds, Director
Technical Design Group
Atlantic Engineering Systems, Inc
1220 Warwick Avenue
Newport News, VA 23607

If you are typing your letter to print and mail, your name and contact information should match the format of your résumé and cover letter. You should also include the interviewer's contact information. If you are emailing the thank you or handwriting it on a card, you can leave off this information.

Dear Dr. Edmonds:

I want to thank you very much for interviewing me yesterday for the Associate Engineer position. I enjoyed meeting you and learning more about your research and design work and the current market challenges facing Technical Design Group.

My enthusiasm for the position and my interest in working for Atlantic Engineering Systems were strengthened as a result of the interview. I think my education and internship experiences fit nicely with the job requirements and I feel certain I would make a significant contribution to the firm.

Please feel free to call me at 920-832-6561 if I can provide you with any additional information. Again, thank you for the interview and your consideration. I look forward to hearing from you.

Sincerely,

Sign your name after printing, if you are planning to mail your letter.

Karl Colman

EMAIL REQUESTING AN INFORMATIONAL INTERVIEW

Most informational interviews are arranged via email. Your email should include a brief introduction of yourself, including your intended career goals. Let the contact know who referred you to them and how they can help you.

Sample Email Requesting an Informational Interview

Dear Ms. Kennedy:

Jane Doe, Director of Development, suggested I contact you. She thought you would be in an excellent position as an alumna to assist me with a career decision.

As an economics major, I am exploring which career path to pursue. Public service, management consulting and IRS work all sound interesting to me at this point, but I want to go into my interviews next term with a clear sense of direction. I would like to get your advice on the long-term career implications of each path as well as a better handle on the day-to-day activities of a consultant.

Would you be willing to speak with me about your career path and offer advice regarding these fields? If so, please let me know some times you are available to meet in the next week or two. Thank you for considering my request.

Sincerely,

Paula Plantz

Sample Thank You for Informational Interview

Dear Ms. Smith:

Thank you very much for taking the time to meet with me Thursday to discuss the professional growth possibilities in information technology. I was impressed by your knowledge of the latest computer technology and appreciated your insight regarding companies that offer internships.

You gave me the name of Ms. Lucia Briggs at IBM to contact, and we have an appointment early next month when she returns from a business trip.

I will be in contact from time to time, to keep you posted on my career research and will bring a copy of my résumé to your office as soon as it is ready. Thank you for your help and valuable information.

Sincerely,

Karl Colman

RESIGNATION LETTER

If you decide to terminate employment with an organization, you will need to write a brief, simple and focused resignation letter. This letter should include the name of your current position, date of notice, official last day of employment and your current contact information. Be sure to thank the employer for the opportunities you have had with the company and end on a positive note.

Sample Resignation Letter

JORDAN HIETT

1000 Lake Woods Trail, Dale, WI 55555 920-278-5555 hietjt@lawrence.edu [linkedin.com/jordanihiett](https://www.linkedin.com/jordanihiett)

September 10, 2016

Ms. Wendy Mitchell
Director of Marketing and Communications
Music of the Baroque
111 North Wabash Avenue, Suite 810
Chicago, IL 60602

If you are typing your letter to print and submit, include your name and contact information as well as your employer's contact information. If you are emailing the notice, you can leave off this information.

Dear Wendy:

Please accept this letter as my two-week notice of resignation from my position as Communications Coordinator. I appreciate the opportunity you have given me to work with Music of the Baroque; however, I have accepted an offer as Assistant Director of Communications at The Virginia School of Performing Arts. My final day will be September 25, 2016.

I truly enjoyed the time I have spent with Music of the Baroque and I will miss being a part of your team.

Thank you,

Jordan Hiett

Sign your name after printing. Remove the extra space if you are emailing.