

CORRESPONDENCE

Correspondence for Your Job Search

Correspondence is important! You put a lot of time and energy into your resume and interviewing skills and you need to put just as much effort toward creating your cover letters, thank you letters, acceptance letters, etc. Effective letters will accomplish their immediate purpose as well as impress potential employers with your professionalism.

1. Always keep your reader in mind. Design your letters to be work-centered and employer-centered, not self-centered. Your letters are marketing tools that should address the needs of employers and evoke a desire to learn more about you.
2. Never delegate responsibility for your job search to anyone else. Do all the writing yourself, and take responsibility for following up with employers.
3. Always address your letters to a specific individual with his or her correct title and business address. Be certain to spell his or her name correctly.
4. Make your letters easy to read and attractive. Use high-quality stationery and envelopes.
5. Keep the letter to one page. Eliminate extraneous words and avoid rehashing material from your resume.
6. Produce error-free, clean copy.
7. Tailor your letters for each situation. Generic, mass-produced letters are unprofessional.
8. Show appreciation to the employer for considering your application, for granting you an interview, etc.
9. Be timely. Demonstrate that you know how to do business for yourself, and by implication, for others.
10. Be honest. Always be able to back up your claim with evidence and specific examples from your experience.

Samples include:

- **NETWORKING LETTER**
- **THANK YOU LETTER**
- **LETTER OF ACCEPTANCE**
- **LETTER OF REFUSAL**

Please see next section devoted to the Cover Letter

NETWORKING LETTERS

Networking letters are designed to generate information interviews-not job interviews--which allow you to meet individuals who can give you specific information about your intended career. Your purpose in seeking information interviews may vary, but your reasons for wanting to meet with a contact person must be genuine and sincere. The networking letter is the first step in the information interviewing process. Normally, a resume is not attached to a networking letter, but it may be presented during the interview itself to help the interviewer address your questions.

Sample 6

Letter of Inquiry/Networking Letter (Full Block Format)

543 Powhatan Avenue
Norfolk, VA 23517

July 21, 2020

Ms. Cynthia S. Kennedy, Manager
Jones, Smith and Doe, P.C.
Certified Public Accountants
1400 World Trade Center
Norfolk, VA 23510

Dear Mrs. Kennedy:

Dr. Carr, professor of accounting at Old Dominion University, suggested that I contact you. He thought that you would be in an excellent position as an alumna to assist me with a career decision.

Make a connection between you and the reader--e.g., alumnus/alumna of your school, mutual acquaintance, similar interest or background.

As an accounting student, I am exploring which career path to pursue. Public accounting, management accounting, and IRS work all sound interesting to me at this point, but I want to go into my campus interviews next semester 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 CPA.

State your purpose without pressuring the reader. Explain your situation briefly.

I shall call you next week to see if we can arrange a brief meeting at your convenience. Thank you for considering my request.

Request a meeting at a mutually convenient time, and indicate that you will call to make arrangements.

Sincerely,
(Your signature)
Janis K. English

THANK YOU LETTER

Why send a thank you letter? A thank you sent to a potential employer will make you stand out above the crowd. Not everyone sends them and it will be noted "if" you take the extra time.

Thank you letters:

- Remind the employer who you are.
- Impress the employer with your conscientiousness and enthusiasm.
- Show the employer that you really did appreciate the time that was given to you--a common courtesy which isn't all that common.
- Are professional, polite and to the point. The thank you letter is also an opportunity to inform the employer of relevant job-related information: events which have occurred, awards received, etc., since your interview. For example, "Since speaking with you, I have received an award for excellence from the National Association of Accountants. This is the first time I have been recognized nationally and am quite excited about it."

Sample 7 Thank You Letter (Blocked Format)

3701 Old Mill Road
Decatur, GA 30214

May 1, 2009

Ms. Kim Parsons
Executive Vice President
Worldwide Automation & Control, Inc.
1127 Nelson Drive
Chicago, IL 60602

Dear Ms. Parsons:

Thank you for taking the time to interview me at Georgia Tech on April 29th. I enjoyed talking with you and learning more about the mechanical design position with Worldwide. As you recall from our interview, I have had experience as an intern with Honeywell IAC. I have also taken advanced classes in material engineering at Georgia Tech. I greatly enjoy this career field and wish to apply my interest and knowledge to Worldwide Automation & Control. Again, thank you for the opportunity to interview with you. I look forward to speaking with you again soon.

Sincerely,
(Your Signature)
James Davis

LETTER OF ACCEPTANCE

Usually, an acceptance or rejection is initiated by you over the phone. The employer will also typically make an offer over the phone. If you need more information from the employer before making your decision to accept or reject the job, give the employer a call. There may be times when you'll want to put the acceptance or rejection in writing or if the employer requests it.

Sample 11 Letter of Acceptance Letter of Acceptance (Full Block Format)

504 Coast Drive
Newport News, VA 23609

July 20, 2009

Dear Mr. Stevens:

I am writing to confirm my acceptance of your employment offer of February 15th and to tell you how delighted I am to be joining Micro International in Richmond. The work is exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

**The acceptance letter
provides you with the
opportunity to:**

*Confirm, accept, and
reaffirm your employment
decision.*

As we discussed, I will report to work at 8:00 a.m. on March 20th and will have completed the medical examination and drug testing before the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation on March 24th.

Confirm logistics.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Express your appreciation for the opportunity.

Sincerely,
(Your Signature)
Paulette Downey

LETTER OF REFUSAL

Just as you would inform an employer that you accept a job offer; you need to let an employer know that you refuse a job offer. If you are offered a position and decide you don't want to accept it, you need to communicate this to the employer. Keep in mind that you will not keep your present job forever. It is very unwise to "burn your bridges" by annoying employers; keeping them unaware of your decisions will annoy them.

Sample 13 Letter of Refusal (Modified Block Format)

351 Newstead Avenue
Chesapeake, MD 23466

July 20, 2006

Mr. Michael Duvall, Manager
Sales and Marketing Division
New Wave Properties, Ltd.
1977 Yorktown Parkway
Williamsburg, VA 24241

**In rejecting an offer,
you can demonstrate
your professionalism:**

Dear Mr. Duval:

Acknowledge the offer.

Thank you very much for offering me the position of commercial leasing agent with New Wave Properties. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a fine reputation and there are many aspects of the position which are very appealing to me. However, I believe it is in our mutual best interest that I decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

Show thoughtful consideration.

I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your fine staff.

Express appreciation.

Sincerely,
(Your Signature)
Kristin Longfellow

FINAL TIPS ON JOB SEARCH CORRESPONDENCES

- It is a good idea to keep an organized file of your correspondence and phone calls with each potential employer. This can be done electronically on your computer or in a notebook. Note the company name, position you applied for, date you applied, what documents you sent, and who you sent those documents to.
- Keep a copy of each letter you send. By keeping a copy of each correspondence and a notation of phone calls together, you will be able to determine when you last communicated, with whom you communicated, and what information you received for each employer.
- Using a systematic approach will make the hectic and sometimes long process of finding a job easier for you.

If you have any questions or would like to schedule an appointment to meet with a Job Resource Specialist to review your resume or cover letter, please contact the Job Resource Center at (708) 974-5737.

Please see separate section devoted to writing Cover Letters ->