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# PROFESSIONAL CORRESPONDENCE

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Tips and samples for writing letters related to the job search, interviewing and more.

There is no better way to put your best foot forward than to present your potential employer with a well-written letter. Here are some tips for writing cover letters, thank you letters, letters of acceptance and letters of response to rejection.

- Use business format.
- Avoid gimmicks or cute and catchy phrases.
- Be careful to use correct grammar and spelling. Use the spelling and grammar check features in your software program!
- Be brief and to the point. Limit your message to one page only.

### **Cover Letters**

- Consists of the opening paragraph (introduction), body (discusses strengths and qualifications) and closing.
- Don't overuse the word "I."
- Refer the reader to the resume, which is always included with the cover letter.

### **Thank You Letters**

- Compose your thank you letter ahead of time, and save it on a disk or hard drive. After the interview, make any needed adjustments to the content and send out a copy as soon as possible. Don't delay!
- Thank the employer for his/her time and reiterate your interest in working with the organization.
- Close with a phone number and indicate that you look forward to hearing from the employer at the time specified during the interview.

### **Acceptance of Offer**

- Accept the offer and indicate that you look forward to receiving a contract or letter of offer with details.
- Express appreciation and pleasure in joining the company.

# Sample Cover Letter

January 4, 2003

Ms. Emily Walters  
Staff Assistant  
ABC Corporation  
1190 Main Street  
Sheridan, PA 20145

Dear Ms. Walters,

I am writing to apply for the Financial Analyst position that was advertised in the Columbus Dispatch on January 3. I am a 2002 graduate of Franklin University with a Bachelor of Science Degree in Finance.

In the advertisement, you indicated a need for candidates with a background in auditing and strong analytical skills. My experience includes an Accounting Internship at XYZ International, which allowed me to develop my skills as an auditor, as well as related skills in analysis and customer service. Please see the enclosed resume for a more complete overview of my background.

I would like to meet with you to discuss how my skills would benefit ABC Corporation. I may be reached at (614) 555-4141. Thank you for your time and consideration.

Sincerely,

Jim Smith

enclosure

## INTRODUCTION

- For what position you are applying
- How you heard about the position
- Who you are (your degree or current studies)

## BODY

- The needs of the employer
- How your skills, experience and education qualify you
- Invitation to view enclosed resume

## CLOSURE

- Thank employer for time and consideration
- Offer contact information

# Sample Interview Follow-Up/Thank You

655 Elm Street  
Columbus, OH 43205  
January 15, 2003

Ms. Emily Walters  
Staff Assistant  
ABC Corporation  
1190 Main Street  
Sheridan, PA 20145

Dear Ms. Walters,

Thank you for taking the time to interview me for your Financial Analyst position on January 14. I enjoyed meeting you and learning more about ABC Corporation.

I am excited about the opportunities available with ABC Corporation, and would like for you to know that I am very interested in the position. I hope to hear from you during the week of February 1, as you indicated during the interview. Please feel free to contact me sooner at (614) 555-4141, should you need any further information.

Thanks again for your time and consideration.

Sincerely,

Jim Smith

# Sample Acceptance Letter

655 Elm Street  
Columbus, OH 43205  
February 4, 2003

Ms. Emily Walters  
Staff Assistant  
ABC Corporation  
1190 Main Street  
Sheridan, PA 20145

Dear Ms. Walters,

I am pleased to accept your offer and am looking forward to joining you and your staff next month.

The Financial Analyst position is ideally suited to my background and interests. I assure you that I will give my best effort in making this an effective position within your company.

I understand that I will begin work on February 25. If, in the meantime, I need to complete any paperwork or take care of any other matters, please contact me at (614) 555-4141.

I enjoyed meeting with you and your staff and appreciated the professional manner in which the hiring was conducted.

Sincerely,

Jim Smith

# Sample Response to Rejection

655 Elm Street  
Columbus, OH 43205  
February 4, 2003

Ms. Emily Walters  
Staff Assistant  
ABC Corporation  
1190 Main Street  
Sheridan, PA 20145

Dear Ms. Walters,

Thank you for giving me the opportunity to interview for your Financial Analyst position. I appreciate your consideration, and I learned a great deal from our meeting.

Although I am disappointed in not being selected for the position, I want you to know that I appreciated the courtesy and professionalism that you extended to me during the selection process. I enjoyed meeting you and the other members of the staff.

I want to reiterate my strong interest in working for ABC Corporation. Please keep me in mind should another position become available in the near future.

Thank you again for the opportunity to interview. Best wishes to you and your staff.

Sincerely,

Jim Smith