

All job search correspondence should be cordial and express appreciation. Remember that your correspondence is your written representative and often creates a lasting impression. Good letter writing skills are essential and will benefit you throughout your professional life.

**Follow Up Letters** are used after a job search event. They include the following types of letters:

**Thank You Letters** are sent as a professional courtesy and as a method of establishing communication and goodwill with a company or contact. They serve to establish communication and good will with an employer or contact. Thank you letters are one of the most important, yet one of the least used, tools in a job search. To whom should you write a thank you letter? For example, they may be written following a Career Fair contact after receiving assistance from a networking contact, in response to phone conversations or informational interviews, and for those who provided references. **Always send a thank you letter within 24 hours of an interview.** In addition to thanking the interviewer for the time investment, a post-interview thank you letter may also be used to provide additional information or to clarify a point from the interview.

**Letters of Acknowledgement** are sent to confirm an invitation or offer. In the case of a plant visit or informational interview, state what dates would be convenient. Do not delay sending these in order to make the best possible impression.

**Letters Acknowledging an Offer of Employment** are sent to acknowledge an offer of employment and to express your appreciation for the offer and the company's interest in you. Restate the title of the position and salary. Express your appreciation. Indicate the date you will notify the employer of your decision. Act on your decision, and notify the employer before that date.

**Letters of Refusal** would be written when you are declining an offer. Express appreciation for the offer and the employer's interest in you. Indicate that you have carefully considered the offer and have decided no to accept it. Be polite and positive. You may be corresponding with the same individual, or applying with the same employer, at a later date.

**Letters Seeking Additional Information** may be written if you are awaiting an offer if you have received an offer but need additional information. Indicate your acceptance of the offer of employment. Indicate your interest in the employer. Be specific about the information or response you need. Express your appreciation for the cooperation you anticipate.

**Letter of Acceptance** is written when you have received that perfect job offer. Indicate your acceptance of the offer of employment. Restate the position title, compensation offered, and the starting date, if established. Refer to the date of the original offer. Indicate your travel plans and arrival date if the position requires relocation.

**Withdrawal Letters** are sent once you have accepted a position; you should inform other employers of your decision and withdraw your application from consideration. Other employers should be informed of your decision and necessity to withdraw your application from consideration. You may choose to state that your decision to accept employment with another organization was based on a better fit at this point in your career.

**Follow Up Letter (After a Turndown)** would be used if you interviewed for a position, but the employer decided to hire someone else. It is professional to follow up and remind the recruiter of your continued interest. You may ask to be considered for any other future professional opportunities should one arise.