
EMPLOYMENT CORRESPONDENCE

A sequence of written communication is usually necessary during the job search campaign. This vital exchange between applicant and employer is expected by both. A positive response from an employer usually prompts a detailed series of letters and other paperwork. Proper documentation leaves little room for surprise. Although correspondence is a time-consuming, business etiquette demand it if you're serious about making a favorable impression. When a resume is mailed to an employer, a cover letter should be included. A sample cover letter is attached. Samples of other types of employment correspondence may be reviewed in the Career/Transfer Center.

A. CORRESPONDENCE GUIDELINES

1. Write to a specific individual in a decision-making role rather than title.
2. Use a positive, enthusiastic, tone.
3. Develop 3-5 paragraph letters with 3-5 short sentences in each.
4. Type letters on a word processing program.
5. Avoid flowery words, phrases, extraneous words, and clichés.
6. Use white, light gray or beige high-quality bond stationery with matching envelopes.
7. Employers are usually impressed with self-confidence; a signature with a blue felt-tip pen seems to indicate this trait.
8. Always keep a copy of every letter sent for future reference.
9. When initially mailing to a chief executive, mark "private" or "confidential" on the envelope and omit your name and return address on the envelope.

B. CORRESPONDENCE FORMATS

1. Cover Letter (for advertised job opening)

- a) Open your letter with a strong positive statement about yourself and your qualifications.
- b) Identify the position for which you are applying and how you learned of the organization and the opening.
- c) Indicate why you are interested in the position, the organization and its services. Tell what you can do for the employer by briefly matching your achievements and skills to the job requirements and the employer's perceived needs.
- d) Describe your main qualifications. If you have been recently trained, explain how your educational background makes you qualified for the position. Refer the employer to your enclosed resume.
- e) State that you will call on a certain day to arrange an interview at the employer's convenience. Indicate your desire to provide additional information, if necessary.
- f) Thank the employer for considering you, and mention you are looking forward to your meeting.

2. Cover Letter (when no current openings are known)

- a) Briefly introduce yourself with a strong positive statement. Name the person who referred you and why you are writing.
- b) Indicate that you are exploring employment opportunities in your area of interest. State you are interested in obtaining advice, information and suggestions. Be specific with your reasons for wanting to meet with the employer. (You can enclose your resume or take one to the meeting.)
- c) State that you will call on a certain day to arrange a meeting at the employer's convenience.
- d) Thank the employer for considering you, and mention you are looking forward to your meeting.

3. Letter of Job Offer Acknowledgement

- a) Acknowledge your receipt of and express appreciation for the job offer.
- b) State your understanding of the terms of the offer (e.g. job title, salary, duties, work hours, benefits, etc.).
- c) Indicate the date you will notify them of your decision.

4. Letter of Thanks for an Interview

- a) Express gratitude for the interviewer's time, information related, and any other aspects surrounding your interview (tour, lunch, etc.). If more than one interviewer was seen, ask that your thanks be related to the others.
- b) Relate your desire to pursue the next step in the hiring process and to receive an employment offer. Recap your strongest qualifications for the position.
- c) If the situation warrants, answer questions left unanswered during the interview. Ask questions not asked during the interview. Mention you're enclosing items the employer requested.
- d) Express a strong positive affirmation of your interest in the position, and state you will call the employer if no word has been received by a specific date (allow a reasonable time).

5. Letter of Inquiry of Application Status

- a) Request status of your application.
- b) Recap history of your application.
- c) State why you need clarification of your application status.
- d) Express thanks for the employer's cooperation.

6. Letter Seeking additional Information

- a) Indicate interest in the organization and their offer.
- b) Ask for the specific information you need.
- c) Express appreciation for the cooperation you receive.

7. Letter Rejecting an Offer

- a) Courteously decline the offer.
- b) Express your appreciation for the offer and the employer's interest in you.

8. Letter Accepting an Offer

- a) Accept the offer.
- b) Outline the terms of employment (e.g. job title, salary, work hours, duties, benefits, etc.).
- c) Indicate your target date for beginning employment.
- d) Express your appreciation and your pleasure at joining the organization.

9. Letter of resignation

- a) Address the letter to your immediate supervisor.
- b) Indicate a general reason for resigning (e.g. acceptance of another position).
- c) State your date of termination.
- d) Express your interest in making as smooth a transition of responsibilities as possible.
- e) Request a letter of reference for future use, if desired.
- f) State your appreciation for past opportunities, challenges, and learning experiences.

9-05 lgooge
Revised by BRamos 7/13

SAMPLE COVER LETTER FOR A RESUME

Your Full name
Mailing Address
City, State, Zip
Contact Number
[Email](#)

Today's Date

Manager's Name

Manager's Title or Position

Company's Name

Mailing Address

City, State, Zip

Re: **Position Title**

Dear (Ms. or Mr.) Last Name:

1. Seize Attention/Introduce Your Qualifications:

In the first sentence of your letter, grab the manager's attention. Tell them what position you are applying for and how you learned about the position (If referred, mention the source, it may create a positive connection). **Pique their interest:** Explain why you are interested in their company and why you chose to apply.

2. Share your VALUE! Detail accomplishments, highlights, skills:

Give the Employer what your situation is (graduating student; years of experience in an industry; transitioning from military, etc.). Next, SELL Yourself: Quickly show you're qualified to perform the job and what your VALUE really is! Use bulleted statements to grab attention and convey your message quickly and efficiently.

3. Closing Paragraph

Be proactive, not passive here. Let the Manager know what you expect them to do and how to contact you (include your Phone #).

Sincerely,

Your Signature

Your Printed Name