

JOB SEARCH CORRESPONDENCE

Letters can solidify your position as a strong job candidate. You can initiate an informational interview through an e-mail or letter, and you should follow up every interview with a thank you note. Presenting yourself well in these correspondences is just as important as presenting yourself well in person.

Here are some general suggestions when writing job search letters:

- Cater letters to individual people and companies; don't use the same thank you note, cover letter or networking email every time.
- Letters and e-mails should be brief—always less than one page—and considerate of the reader's time.
- Proofread for grammatical and spelling errors. Make sure all information is correct, especially names and titles.

COVER LETTERS

- Cover letters should address why you are interested in a position and how your specific skills and qualifications meet the needs of the organization.
- Cover letters should accompany every resume, even if not specifically requested.
- For more information, including an example, see the Writing an Effective Cover Letter handout.

THANK YOU NOTES

- Thank you notes should thank the interviewer(s) for their time, as well as remind them of your interest and qualifications. You can also use thank you notes to expand on a point that you discussed in the interview or reference something you learned about the company in the interview that impressed you.
- Thank you notes are usually typed in business letter format. E-mail is also an option, but a letter may stand out more.
- If you are interviewed by a large panel (more than 3 people), you may elect to send a thank you note to the chair of the interview panel and ask them to convey your thanks, but when possible, send an individual thank you to each interviewer.
- To ensure correct spelling of your interviewer or interviewers' names, remember to ask for a business card during your interview. This will also give you the mailing address or e-mail address of where to send the thank you note. Ideally, you should send the thank you note or e-mail the same day as your interview. If that's not possible, send within 48 hours.
- A week or so after you have sent the note, you can call to follow up if you have not heard from the employer. This should be a brief phone call asking if the employer has any questions and where they are in the selection process. There is a fine line between following up and harassing. Two or three phone calls over 6 weeks is okay. A phone call every other day for a week is not. To see sample thank you letters, turn to the back of this page.

NETWORKING CORRESPONDENCES

- The purpose of a networking letter or e-mail is not to ask for a job; it's to ask for information.
- Mention how you got the person's name and what information you are seeking.
- Briefly introduce yourself and your relevant skills, interests, and background.
- Request a meeting at a mutually convenient time and suggest a follow-up plan.
- For more information about networking, see the Networking and Informational Interviewing handout.

THANK YOU LETTER SAMPLE

Sarah Gopher
38 Maple Drive
Baltimore, MD 21205

February 24, 2016

Ms. Leah Pierce
Senior Associate
Pierce & Baker Firm
124 Pine Street
Smithtown, PA 18618

Dear Ms. Pierce:

Thank you for taking the time to discuss the public relations internship at Pierce & Baker with me. I enjoyed meeting you and learning more about the firm.

The small size of your firm, as well as the emphasis on word-of-mouth marketing strategies, really appeals to me. After seeing the office in action, I'm confident that I'd be a good fit for this position. I work well in fast-paced environments, and my strong communications skills will enable me to have productive interactions with clients and other employees.

Thanks again for your time and consideration. If you have any questions, please feel free to contact me at 410-337-6191.

Sincerely,

Sarah Gopher

NETWORKING E-MAIL SAMPLE

Dear Ms. Elliott:

I obtained your name through the Goucher Professional Network on LinkedIn. I'm interested in learning more about your job as a graphic designer and past work as a photographer.

As a senior Art major, I'm exploring my options for after graduation. I'm interested in illustration, photography, and graphic design, and I'd like to get a better understanding of the typical duties of jobs in these fields. I'm also interested in learning what technical and program skills are necessary to be a successful graphic designer, especially working with a textbook company such as Books and More, Inc.

If you're willing, I'd like to set up a brief meeting with you. I'll e-mail you next week to confirm a time that is convenient for you. Thanks for your time, and I look forward to your response.

Sincerely,

Jared Gopher

**For other tips & questions contact the CEO at 410-337-6191
or visit the CEO website at www.goucher.edu/CEO**

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