

# Job Search Correspondence

From Career Development of Anderson University

## INSIDE THIS ISSUE

- A Letter Asking for a Recommendation
- Thank You Letters for Granting an Interview and Offering You a Job
- Letters When Pushing for a Decision or Requesting Additional Information
- Letters for Requesting a Delay or Refusing a Job Offer

## Putting Your Best Foot Forward

Did you know that you can tell a great deal about people by the shoes they wear and how they are taken care of? An employer can draw conclusions about a candidate by the shoes they wear to an interview. Are they leather? Are they polished and shined? Are the soles run down? Does the color correspond with the suit or dress? This is not about economics but about personal pride and self-worth. This same idea can be carried over into the world of Job Search Correspondence. Communication with potential employers will tell people a lot about you.

It is critical that your business letters are neatly typewritten with absolutely no typographical errors. A poorly written letter can keep you from getting a job. The care and concern you put into your communication can say, "I really want this job" or "I will be a considerate and careful employee, concerned with representing my employer well."

## Letter Asking for a Recommendation

This letter is used when you are asking someone to write you a letter of recommendation.

- Don't just assume that a person is willing to write you a recommendation--ask first!
- Ask only people you are sure will recommend you favorably. If you are not sure, ask, "Do you feel you could give me a favorable recommendation?"
- Identify yourself (maiden name, etc.) and relate when and how you know the person from whom you are asking for a reference.
- Let the person know that the reference is important to you. Tell your reference the deadlines you must meet to be considered for a position.
- After they send a recommendation, send a brief thank you note. A thank you letter is a basic courtesy to anyone who helps you.

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### A Recommendation

Example: Block Format

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1733 W Nursery Road  
Anderson, IN 46012-1234  
June 13, 2000

*(Space down 4 lines)*

Professor Yu Tchang  
Anderson University Chemistry Department  
1100 East Fifth Street  
Anderson, IN 46012-1234

*(Double space)*

Dear Professor Tchang:

*(Double space)*

I am sending this letter requesting that you be one of my references in my current search for a full-time position in research, preferably utilizing my biology, chemistry and /or mathematics background. You may recall that I was a student in your fall 1998 analytical chemistry course and your spring 1999 statistics courses. In both of your courses I obtained solid "B's" while taking 16 credit hours and working an average of 20 hours per week.

*(Double space)*

If you feel comfortable in being able to give me a positive recommendation, then I would appreciate your completing the enclosed "Anderson University Recommendation Form." Return it in the stamped, pre-addressed envelope enclosed for your convenience. There is absolutely no pressure for you to be my reference if you do not feel comfortable in doing so. Please call me at (765) 640-2000, e-mail, or write me at the above address to let me know of your decision.

*(Double space)*

Thank you for your consideration. I look forward to hearing from you.

*(Double space)*

Sincerely,

*(Space down 4 lines and sign in ink)*

Michele A. Stuart

Enclosure: Recommendation Form  
Self-addressed, stamped envelope

## THANK YOU - Letter after an Interview

Short and simple thank you letters can be one of the most powerful job search tools you can use. Thank you letters are becoming a lost art but remain an important social grace that communicates a characteristic sought by many employers—thoughtfulness. Thank you letters help people remember who you are. One thing you definitely want to happen over and over during your job search is to be remembered!

Thank yous are a basic courtesy within the employment world. Send a brief thank you note to anyone who helps you along the way in your search for employment--whether they write a recommendation, grant an interview, or offer a job. Write thank you letters to contacts, references, and to each employer with whom you interview. Letters can have several positive outcomes and should follow these tips:

- Send within a day or two following the interview and thank the employer for the interview.
- Restate the position for which you applied, giving the date and/or place of the interview.
- Recall something from the interview that was of special help or interest to you.
- Express your interest in the opportunities offered. Show your enthusiasm!
- Add any additional experiences or qualifications that were not covered in the interview.
- Include your telephone number, e-mail, and address on the letter. Offer further information if necessary.

### A Thank You

Example: Modified Block Format

1018 East Elm Street  
 Springfield, MO 65820-1234  
 April 12, 2000

*(Space down 4 lines)*

Robert Kepple  
 Keystone Medical Supplies  
 1183 Tucson Boulevard  
 Phoenix, AZ 72400-5678

*(Double space)*

Dear Mr. Kepple:

*(Double space)*

Thank you for the opportunity to discuss the sales representative position with you this past Thursday. After our discussion, I am even more convinced that my experience and personality are an excellent fit for this position. I was also impressed with the way Keystone Medical Supplies invests in the professional development of your sales staff.

*(Double space)*

After reviewing our conversation, I realized I had not mentioned my sales clerk experience at R. J. Enterprises. I was twice named "Salesperson of the Month" and was able to consistently exceed sales quotas by 20% on average. I am excited by this opportunity to contribute my sales skills in the medical field.

*(Double space)*

If you need any additional information in making your hiring decision please contact me at my home phone number (765) 640-2001 or e-mail me at [mdjob@aol.com](mailto:mdjob@aol.com). I look forward to hearing from you.

*(Double space)*

Sincerely,

*(Space down 4 lines and sign in ink)*

Michael D. Jobseacher

## Letter Accepting an Offered Position

Write this letter after a specific position is offered to you and you have made the decision to accept. It should:

- Answer the offer within the time frame specified by the employer.
- Be direct about accepting.
- Restate the specific position you have accepted, the starting date, and any terms stated in the offer.
- Express your appreciation for and interest in the position.
- Offer to provide additional information if needed.

### An Acceptance Letter

Example: Block Format

7694 James Court  
 Dallas, TX 78245-1234  
 December 2, 2000

*(Space down 4 lines)*

Teresa Green  
Vice President of Operations  
Southwest Airlines  
2400 Van Wert  
Houston, TX 78372-5678

*(Double space)*

Dear Ms. Green:

*(Double space)*

I am pleased to accept your offer for the Customer Relations position with Southwest Airlines and am looking forward to joining your staff next month. This position is a strong fit with my background and interests, and I will work hard to effectively contribute.

*(Double space)*

My understanding is that I will begin work on January 15. If you need any additional information from me prior to this date, then feel free to contact me at (712) 619-4432.

*(Double space)*

Thank you for this opportunity. I look forward to becoming a member of the customer relations' team.

*(Double space)*

Sincerely,

*(Space down 4 lines and sign in ink)*

Rochelle Gentz

### **Letter Seeking Additional Information**

This letter is designed to help you obtain information from an organization you are considering applying to, have already applied to and are waiting a decision, or who has made you an offer that you are considering. In this letter you should:

- Reiterate your interest in the company.

### **A Letter Asking for Additional Information**

Example: Modified Block Format

107 Central Avenue  
Anderson, IN 46013-1234  
March 6, 2000

*(Space down 4 lines)*

Timothy Atkinson, Senior Pastor  
Franklin Methodist Church  
110 East 10<sup>th</sup> Street  
Franklin, IN 46973-5678

*(Double space)*

Dear Pastor Atkinson:

*(Double space)*

I am aware that you currently have an opening for an Associate Pastor position to supervise small group and youth ministries. Because my ministry interests include both youth and small groups, I would like to speak with you further about knowing more about this position.

*(Double space)*

I am interested about your church, its current ministries, beliefs, and their vision for the future. If the church has a recent annual report, I would also be interested in obtaining a copy.

*(Double space)*

I look forward to receiving these and any other materials you think might be helpful. Thank you for your attention to this matter. If you have any questions about my request, feel free to call me at (765) 641-2199 or write me at the above address.

*(Double space)*

Sincerely,

*(Space down 4 lines and sign in ink)*

James E. Thomas

## Letter Declining a Position

This letter is written after you have decided not to accept a particular position offered. This letter should:

- Answer the offer within the time frame given by the employer.
- Be direct with the answer, but soften the blow. Do not say “No” in the first paragraph.
- Express appreciation for the offer that was extended. Do not burn any bridges behind you—eventually you may want to reapply for a position with this organization.
- Be brief and concise. Give a brief explanation why you are declining the offer.

### A Letter Declining a Position

Example: Block Format

8081 High Street  
Columbus, OH 61208-1234  
April 22, 2000

*(Space down 4 lines)*

Regina Perry, Executive Director  
Family Services, Inc.  
22 W. Brick Avenue  
LaGrange, IN 46761-9876

*(Double space)*

Dear Ms. Perry:

*(Double space)*

This past Wednesday I received notification of your job offer for the Children’s Case Manager position. I appreciate the confidence placed in me through extending this offer. In my interview with you, I was very impressed by the variety of services you offer to a broad client base. It is obvious you are very resourceful in obtaining funding for such diverse programming.

*(Double space)*

As I mentioned in our first interview, I had also applied for graduate school. This week I received notice that I have been admitted to Indiana University to pursue my Masters in Social Work. I was admitted to their honors program and given an excellent scholarship. Because of this I will not be able to accept a position with Family Services, Inc. at this time.

*(Double space)*

May your search for the Children’s Case Manager be successful.

*(Double space)*

Sincerely,

*(Space down 4 lines and sign in ink)*

Jon Evans

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## Delay Letter

Throughout your working career you may find yourself in situations where you feel pressured to accept an offer when you are still waiting to hear about another job offer. Or perhaps you would like additional time to evaluate if this is what you truly want to do. In these cases, you should try to negotiate time before you actually accept the offer. In this letter you should:

- State your continued interest in the position.
  - State clearly the reason for your delay.
  - Request a time extension. Be specific. If they are not willing to extend the decision deadline, be prepared to make a decision on the spot.
  - Request more information if needed.
  - Thank them for the cooperation you receive.
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### A Letter Asking for More Time

Example: Modified Block Format

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1412 Ember Way  
Kokomo, IN 46871-1234  
April 15, 2000

*(Space down 4 lines)*

Professor John Smythe  
University of Dayton  
Clinical Psychology Department  
Dayton, OH 45404-2345

*(Double space)*

Dear Professor Smythe:

*(Double space)*

I am excited about the offer you have extended to me for the Graduate Assistant position to perform research in the University of Dayton's Clinical Psychology Department. Currently I am giving this serious consideration, but am concerned about being able to make the decision by the May 15<sup>th</sup> deadline indicated in your letter. Would you be willing to extend the deadline to May 25<sup>th</sup>? By that time I will be able to evaluate this offer in relation to other options I am considering.

*(Double space)*

I will contact you next week to verify if this extension of the deadline is feasible. I appreciate your flexibility would be greatly appreciated.

*(Double space)*

Sincerely,

*(Space down 4 lines and sign in ink)*

Jennifer Nicholson

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## Letter Pushing for a Decision

Sometimes in the course of your job search it becomes necessary to know the employers' decision because of your own personal deadlines. If this should be the case the letter should include:

- A positive reminder to the reader about you, your interest in their organization, and any additional qualifications that you had not been mentioned before. Request the status of your application.
- Emphasis on your continuing interest in the position—let your enthusiasm show through!
- A phrase that motivates the reader to take action and explaining when and why you need a decision.
- Courtesy in your communication, not sounding as though you are issuing an ultimatum.
- A thank you for their cooperation.

## A Letter Asking For a Decision

Example: Block Format,

122 Fowler Drive  
Indianapolis, IN 46321-4567  
July 9, 2000

*(Space down 4 lines)*

Stephen Rogers, Principal  
Meadowbrook Elementary School  
550 West 37<sup>th</sup> Street  
Anderson, IN 46013-5678

*(Double space)*

Dear Mr. Rogers:

*(Double space)*

This letter is verification of my continued interest in the 4<sup>th</sup> grade teaching position that we discussed on June 14<sup>th</sup>. As a matter of fact, it is because of my interest in this position that I am writing to inform you of a dilemma I am in.

*(Double space)*

I have received a job offer from another school system, and they are requesting that I respond by Friday, July 14<sup>th</sup>. However, I am very interested in the position we discussed and remember your comment that it would probably be the 18<sup>th</sup> before a decision would be made. I have checked with the other school system, and their deadline is not negotiable.

*(Double space)*

In our conversation, I was impressed with the way Meadowbrook supports the teaching staff in creating and developing programs designed to increase student motivation. I was also impressed with the philosophy Meadowbrook holds on parent involvement and classroom management. I believe the parent involvement program I implemented in my 4<sup>th</sup> grade student teaching experience could be an asset to Meadowbrook. I am wondering if there is any way you could let me know of your decision on or before July 14<sup>th</sup>?

*(Double space)*

I will call you in a few days to see if this is feasible. Thank you for considering my request.

*(Double space)*

Sincerely,

*(Space down 4 lines and sign in ink)*

Janet S. Lambert