



## Career Correspondence Guide

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### Thank You Letter

Always send a thank you letter to individuals who have given you their time and attention, most commonly after informational or job interviews. They can be emailed, or handwritten if your handwriting is legible and immediacy is not an issue. If emailing a thank you letter, format the email just as you would a typed letter with initial caps, proper grammar, and appropriate salutation and signature line, but you can disregard the address blocks. Regardless, **this letter should be sent within 24 hours of your contact with the individual** –the sooner, the better!

A thank you letter should include the following:

- Express your sincere appreciation for the interview or other assistance provided (Keep it brief but warm and personal.)
- Reemphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements.
- Reiterate your interest in the position. Use the opportunity to provide or offer supplemental information not previously given.
- Restate your appreciation for the interviewer’s time and consideration.

### Acceptance, Withdrawal, and Rejection Correspondence

Use these types of correspondence after you have procured an offer of employment. It is acceptable to send such correspondence via e-mail, but be sure to retain a professional tone in all communication.

#### **Acceptance Message**

- Confirm, accept, and reaffirm your employment decision.
- Confirm logistics — starting date and time; forms, tests and other correspondence to be completed; salary information.
- Express your appreciation and enthusiasm for the opportunity.

#### **Withdrawal Message**

- State your decision, and provide rationale for the choice.
- Express appreciation for the employer’s consideration and courtesy. Ask them to keep you in mind for future employment opportunities.

#### **Salary Negotiation Message (see our [website](#) for resources!)**

- State your appreciation and enthusiasm for the opportunity.
- Provide a **range or approximation** of your desired salary\*.
- Thank the reader for their time and consideration.

#### **Message to Decline a Job Offer**

**\*Desired salary** is based on **reasonable** assessment of job market research, contextual factors regarding the organization and job requirements, and your unique qualifications that show your value.

For Example: *“Given my qualifications and the scope of this position, I was hoping to begin with a salary in the mid-\$40K range. Please let me know if there is any flexibility in this area.”*

- Acknowledge and show thoughtful consideration of the offer.
- State your decision and provide rationale for your choice.
- Express appreciation for the employer’s consideration and courtesy. Keep in mind that in the future you might want to seek employment with this employer, or may even encounter the reader at a different organization. Be professional and leave them with a good impression.

## Sample: Declining an Opportunity

[E-mail Subject Line]: Sonal Patel - Job Offer

### E-mail Etiquette Guidelines

Miscommunication can easily occur when people have different expectations about the e-mails that they send and receive. Consider that e-mail is used for many different purposes, including contacting friends, communicating with professors and supervisors, requesting information, and applying for jobs, internships, and scholarships. Here are some basic guidelines to keep in mind:

- In the subject line, make the reason for your e-mail clear: “Application for Analyst Position” or “Request for Informational Interview.”
- Reply to any e-mails from employers within two business days. If you are replying to an e-mail, keep the same subject line as the original e-mail and include the original message in the reply.
- Address your e-mail to a person, if possible, using a proper salutation such as, “Dear Mr. Jones.” If you do not know their preferred salutation, address it to their full name “Dear Jamie Jones.”
- Introduce yourself the same way that you would in a cover letter. For example, “I am writing with regard to your marketing internship....”
- Keep your emails brief, and consider using formatting to emphasize any request you are making.
- Proofread! Do not rely on autocorrect. Read your e-mails before sending them for tone and grammar (try reading out loud!).
- Don’t use emoticons, phonetic spellings such as “ur” for “you’re” or other common e-mail or text messaging expressions.
- Remember that your e-mail address should also convey a professional tone: “bigpimpin@gmail.com” or “divag3@yahoo.com” are unlikely to impress.
- Include your own name in the name of files that you attach to an e-mail. For example, JoeJonesResume.doc, JaneDoeCoverLetter.doc.
- Remember that e-mails can easily be lost or blocked by anti-spam measures. Always follow up with a phone call or regular e-mail, unless the employer specifically requests no phone calls.

Dear Mr. Last Name,

Thank you so much for sending along this offer letter regarding the HR Specialist role. As you may remember from our last conversation, I gained acceptance into a graduate degree program and have since decided to move forward with my education this coming fall. Therefore, I will have to decline your generous offer. I want to reiterate that I truly appreciate the offer, and regret that I will not be able to join the company at this time. Thank you again for your time.

Sincerely,  
 Sonal Patel  
 spatel@luc.edu  
 (312) 555-1212

## Sample: Thank You Letter

6525 N. Sheridan Road  
Chicago, IL 60626  
May 29, 2018

Dr. Diane Johnson  
Office of Student Life  
Northington Junior College  
111 College Road  
Northington, Illinois 66111

When emailing your thank you letter, remove the addresses and jump straight to the greeting

Dear Dr. Johnson:

Thank you for interviewing me yesterday for the Assistant Program Director position. I enjoyed meeting you and learning more about Northington's student programs.

Even before my interview began, I was very impressed with the welcoming atmosphere at Northington. That experience, along with what I learned in my interview, has strengthened my interest in your position. I feel that my academic and internship experiences have given me unique qualifications that are a perfect match for both Northington and the position of Assistant Program Director. My experiences as an intern in the Office of Student Activities have honed my programming, conflict resolution and organizational capabilities that match the job description perfectly. My experiences as a very active member of various student organizations have made me very enthusiastic for the responsibilities you described. In addition, the very warm, positive atmosphere on Northington's campus matches my desire to join a cohesive and supportive community in my work.

I am very interested in your position and in working for the Office of Student Life at Northington University. Please feel free to call me at (312) 555-1212 if I can provide you with any additional information.

Once again, thank you for the interview and your consideration.

Sincerely,  
James Joyce

