



NETWORKING TIPS, EXAMPLES AND PROFESSIONAL COMMUNICATION

Request for Informational Interviews

Dear Mr. Smith:

Dr. Brown, my business professor at Cardinal Stritch University, suggested that I contact you. She recommended that as a Cardinal Stritch alumnus, you would be an excellent person to talk with about pursuing a career in human resources.

I am currently exploring which aspect to human resources to pursue. Training and development, compensation and benefits as well as labor relations all sound interesting to me at this point. I want to go into my full time job search next spring with a clear sense of direction and I would greatly appreciate your insight into the long-term career implications of each path. I would also like to learn more about the day-to-day activities of a human resources professional.

I would greatly appreciate the opportunity to meet with you for an informational interview in the coming weeks. I am interested in learning more about how you began your career and what recommendations you might make for someone transitioning into the field. I will call you in the next week to see if we might be able to arrange a convenient time to talk. In the meantime, feel free to contact me at (414) 555-1234. Thank you for considering my request.

Sincerely,

(Signed Name)

Typed Name

Thank You Letters

Timing is critical! Thank you letters should always be sent within 24 hours after the interview. Ideally, send a thank you letter to every person you interviewed with; otherwise, send it to the Human Resources Director or the chair of the screening committee. This letter is to express appreciation and reiterate your interest in the position. As with your other application materials, pay attention to the standards in your industry. For example, a neatly handwritten thank you letter could reinforce your commitment to customer service while a typed letter could reinforce your professionalism and provide more space for you to describe your interest in the position and appreciation for the interview.

Dear Ms. Jones:

Thank you for the opportunity to interview last Thursday for the Lab Technician position with the ABC Company. It was nice to meet with you and learn more about the goals for your department. I became even more enthusiastic about the position when you mentioned that flu vaccine research would be part of the responsibilities of the position.

As we discussed during the interview, I enjoy conducting experiments and problem solving. College courses of biology and chemistry have affirmed this interest and developed my attention

to detail. Furthermore, my work experience leading a data entry group at Children's Hospital Medical Center provided professional experience in laboratory testing and research. I am enthusiastic about the opportunity to bring these experiences to your position.

I look forward to hearing from you by March 18, as you mentioned. If, in the meantime, you have any further questions, please call me at (414) 288-7423.

Sincerely,

(Signed Name)

Typed Name

Acceptance Letters

This letter is sent to accept a formal job offer and is probably the most exciting letter of all to write. This information should confirm the terms of your employment, including starting date, salary, etc. Express your appreciation for the opportunity and enthusiasm in beginning employment.

Dear Ms. Smith:

It is with pleasure that I accept the position as a staff accountant with the ABC Corporation. According to our telephone conversation, I will begin on August 27 and will receive a salary of \$_____.

I am looking forward to working with you and the staff at ABC Corporation.

Sincerely,

(Signed Name)

Typed Name

Rejection Letter

You will be tempted not to write this one. Always reply by letter, whatever the circumstances. Thank employers for their time and consideration. Reinforce the positive aspects of the company and ask to be kept in mind for future positions with them or with colleagues. Wish them well. While you may not have been chosen for this position, maintaining a positive and invested relationship leaves a professional impression.

Dear Mr. Jones:

Thank you for your letter bringing me up to date on the status of my application for the _____ position. I am sorry, or course, that my experience did not match the requirements for the position which was recently available.

I hope that you will continue to consider me as a candidate for new positions that become available. I am very interested in working for you in the Marketing Department for the ABC Corporation. (Or – for the ABC Corporation.)

Sincerely,

(Signed Name)

Typed Name

The “Stall” Letter

Upon occasion, candidates find that they must respond to a job offer before they are ready to make a decision. Communication about delaying a decision should be pursued only when you are seriously considering the offer and this communication can take the form of a conversation or written letter. While a letter is acceptable, a conversation could offer the opportunity to explain the reason for the delay more fully while also getting immediate feedback from the employer. Either way, let the employer know that you are interested in the position and explain briefly why you cannot make a decision at this time. State a specific date by which you will be able to determine your plans with certainty. It is not ethical to accept an offer and keep looking.

Dear Ms. Brown:

I greatly appreciate your offer for the Communications Outreach Specialist position. The commitment of your organization to serving disadvantaged youth was affirmed during the interview and I would look forward to working to support the YMCA mission of building healthy spirit in body and mind. I greatly appreciate the offer.

Although the position is very attractive, I must ask for additional time to consider your offer. As I indicated during the interview, I am in the process of second-round interviews with three organizations. All interviews will be completed by the end of the second week of June.

A two-week extension of your offer deadline would be appreciated. I firmly believe that I can make a definite decision by DATE. I will contact you in one week to see if an extension can be given. Again, thank you for the offer.

Sincerely,

(Signed Name)

Typed Name

Withdrawal Letter

It is a matter of common courtesy to notify an employer once you have made a definite decision to reject an offer of employment. Rejecting an employment offer should be done thoughtfully. (You never know who they might know and whether you might want to apply for a different position at that organization in the future.) Indicate that you have carefully considered the offer and have decided not to accept it. It is not necessary to give a long explanation. Thank the employer for his/her offer and confidence in you.

Dear Ms. Smith:

Thank you for your employment offer for the position of Sales Manager with ABC Company. I am writing to inform you that I am withdrawing my application due to accepting an offer for a similar position with a different company.

Thank you for providing the opportunity to interview with you, to discuss career possibilities, and to learn about the work of the ABC Company. I wish you the best and for your company's continued success.

Sincerely,

(Signed Name)

Typed Name