



Types of Job Search Correspondence

Ready Reference ♦ F-1

College of Engineering, Architecture & Technology ♦ Career Services

There are various forms of correspondence that you may use during your job search. Several common types are presented below. Keep in mind that all job search correspondence should follow these basic business letter guidelines:

1. Use the same paper for your correspondence that you use for your resume. The paper should be white or off-white, 8 ½ X 11. Also, use the same heading you used in your resume.
2. Always use a quality printer for your correspondence. Print on only one side of the paper. Your letter may be scanned for storage with your resume. Make sure the format and font meet scannable guidelines. See Ready Reference E-10 for information on scannable document requirements.
3. All correspondence should be neat in appearance. Check for spelling, grammar, punctuation, and typographical errors. It is advisable to have someone else proofread your documents. Remember, the letter is your personal representative.
4. Keep all correspondence brief and to the point. Employers don't have time and will lose interest reading through irrelevant information.
5. Be sincere. Be polite.
6. Remember to sign your correspondence.

Cover Letters serve as an introduction to you or to your resume. You may wish to review Ready Reference F-2 for general cover letter tips, and Ready Reference F-3 for the basic cover letter formula. The most common types of cover letters include:

Letter of Inquiry – written when you are inquiring into a possible position with a company. Focus on broad occupational or organizational dimensions to describe how your qualifications match the work environments. See Ready Reference F-4 for an example.

Letter of Application – used when you are applying for a specific position. The purpose is to get your resume read, and to generate an interview. So the letter should demonstrate that your skills fit the requirements of the position. Ready Reference F-5 provides a sample of a letter of application.

You may also find it helpful to use a **Networking Letter** at some point in your job search. The networking letter can serve as an introduction, a request for an informational interview, or a letter to seeking to establish a network contact. In most cases, your resume will not be included with a networking letter. See Ready Reference F-6 for an example.

Follow-Up Letters are used after a Job Search event. They include:

Thank-You Letters – these letters are sent as a professional courtesy and as a method of establishing communication and goodwill with a company or contact. Thank-you letters are one of the most important tools, yet one of the least used, in a job search. The basic rule of thumb is that anyone who helps you in any way should receive a thank-you letter. Thank-you letters may be used following a contact with a recruiter at a career fair, after receiving assistance from a networking contact, in

response to phone conversations or informational interviews, and for those who provided references. You should always send a thank-you letter within 24 hours of an interview. In addition to thanking the interviewer for his or her time, a post-interview thank-you letter may also be used to provide additional information or to clarify a point from the interview. See Ready Reference F-7 for thank-you letter tips and an example.

Letter of Acknowledgement – to confirm an invitation or offer. In the case of a plant visit or informational interview, if interested, state what dates would be convenient. Do not delay. Procrastination makes a bad impression.

Letter Acknowledging an Offer of Employment – confirm the receipt of an offer. Restate the title of the position and salary. Express your appreciation. Indicate the date you will notify the company of your decision. Act on your decision and notify the company before that date.

Letter of Refusal – if declining an offer of employment, express your appreciation for the offer and the company's interest in you. Indicate that you have carefully considered the offer and have decided not to accept it. Be polite and positive. You may be corresponding with the same individual or applying with the same company at a later date. See Ready Reference F-8 for an example.

Letter Seeking Additional Information – may be written if you are awaiting an offer, or if you have received an offer but need additional

information. Indicate your interest in the company. Be specific about the information or response you need. Express your appreciation for the cooperation you anticipate. See Ready Reference F-9 for a sample of a status inquiry letter, used when awaiting an offer of employment.

Letter of Acceptance – when you have received that perfect job offer. Indicate your acceptance of the offer of employment. Restate the position title, compensation offered, and the starting date if previously established. Refer to the date of the original offer. Indicate your travel plans and arrival date if the position requires relocation. See Ready Reference F-10 for a sample Letter of Acceptance.

Withdrawal Letter – once you have accepted a position, you should inform other employers of your decision and withdraw your application from consideration. You may choose to state that your decision to accept employment with another organization was based on a better fit at this point in your career. DO NOT say that you obtained a better job. Ready Reference F-11 provides a withdrawal letter example.

Follow-up After a Turndown Letter – this letter would be used if you interviewed for a position, but the employer decided to hire someone else. It's a good idea to let the recruiter know that you are still interested, and would like to be considered for another position, should one arise. See F-12 for an example.

All job search correspondence should express your appreciation. Remember that your correspondence is your representative. Good letter-writing skills are worthwhile to develop and will benefit you in future years.