



NORTHERN ILLINOIS UNIVERSITY

## Career Services

*Division of Student Affairs & Enrollment Management*

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# ***Apology Letter Following A Missed Interview***

### **Your Name**

Street Address

City, State Zip Code

Phone Number

E-Mail Address

Today's Date

Ms. Chris Smith

Her Job Title

Name of Employer

Street Address

City, State Zip Code

Dear Ms. Smith:

Begin with an apology for missing the scheduled interview and the resulting inconvenience. Include the date, time and place (Northern Illinois University) of the scheduled interview.

(Optional) Offer a brief explanation for missing the interview, but don't overdo it.

If you do not wish to pursue an interview with the employer, conclude with thanks for his or her time and consideration. You may or may not want to add that you have accepted other employment, that you are pursuing a different line of work, that you hope to relocate to another area, or some other reason that you may have for not seeking an interview.

If you do hope to schedule an interview with the employer, express your continued interest in the job and the company and your eagerness to reschedule the interview. You may want to suggest a date or two that would be convenient for you to interview at their company site or leave it open with an offer to meet with them at their convenience. Include with your letter another copy of your resume. Conclude with thanks for the representative's time and consideration.

Sincerely,

Your Name

Enclosure