

## **Moodle 8: Follow-up Letters to Resume & Application Letter Submissions**

Let's consider the following 3 scenarios that could happen after you've applied for a job:

### **Scenario 1:**

You have submitted your Resume and Application letter for the job of your dreams. One week after your submission, you receive the following email:

*Dear Applicant,*

*Thank you for recently submitting your resume and cover letter to our company. After a careful review of your documents, I would like to invite you to interview with our Human Resources Assistant Director, Mary Lawrence. Please contact Mary Lawrence at [mlawrence@ourcompany.com](mailto:mlawrence@ourcompany.com) at your earliest convenience to set up an interview date and time.*

*Thank you for your interest,*

*John Mitchell, Human Resources Executive Director*

### **Scenario 2:**

You have submitted your Resume and Cover Letter for the job of your dreams. One week after your submission, you receive the following email:

*Dear Applicant,*

*I want to thank you for sending us your resume and letter of interest. At this time we are no longer interviewing candidates for the position you are interested in, so I regret that we will not have the opportunity to meet with you or further continue with your application process. I encourage you to stay updated on the available positions with our company and to reapply for a position with us in the future. Good luck with your pursuits.*

*Thank you for your interest,*

*Annette Johnson, Human Resources Director*

### **Scenario 3:**

You have submitted your Resume and Cover Letter for the job of your dreams. It's now three weeks after the day you sent in your materials and you still have not heard back from your contact person, Elizabeth North. You have waited a reasonable amount of time and now you need to follow up with your application to make sure it was received and to find out about its review status.

3 letters due (1 for each scenario plus the Rhetorical Analysis)  
All work must be submitted by noon Wednesday, Oct. 6<sup>th</sup>

## What Now?

Each of these three situations requires you to write some kind of follow-up letter or email. Why?

- To establish and/or maintain your professional ethos
- To keep in good standing with this company
- It's just plain good business etiquette

Before I ask you to compose a follow-up letter for each of the three scenarios above, let's consider some questions:

1. What is the purpose of your letter?
2. What are your rhetorical *constraints*? (What can you NOT write in this situation?)
3. What do you need to *ask* your reader?
4. What information do you need to *tell* your reader?
5. What kind of *ethos* do you need to establish in this letter?
6. What kind of *tone* do you need to use throughout your letter?

After you've discussed and answered these questions above, please **write a follow-up letter of no more than 500 words for each of the three scenarios defined above. Each group will write three letters – one for each of the scenarios outlined above.** Include a **250 word Rhetorical Analysis** based on the six questions above and framed by the disparate scenarios in the three letters.

Moodle 8: Follow-up Letters to Résumé & Application Letter Submissions						
Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7
Ashley	Cindy	Jamal	Dmytro	Esau	Abel	Donna
Kyle	Elvia	Jesse	Kennedy	Kristen	Karina	Arya
Marina	Jessica	Monica	Lindsay	Nam M.	Nam T.	Vanessa
Markisha	Kevin	Yutti	Zulyna	Nery		