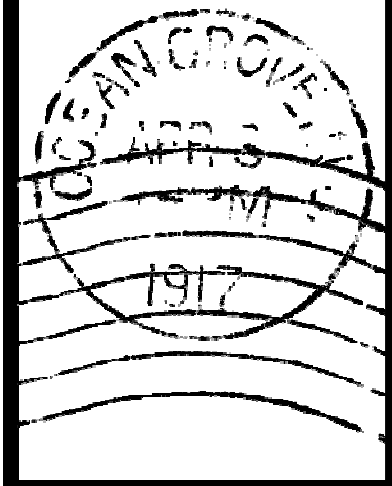

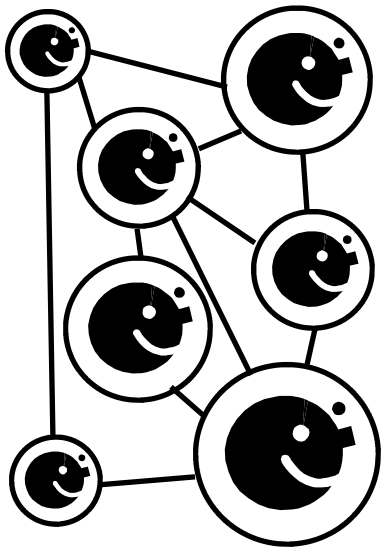

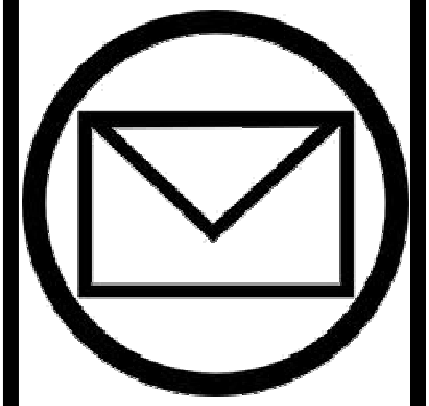

Job Search Correspondence

Career Development Center

– For Career Education and Triad Integration –

Warren Wilson College
Upper Dodge
828/771-3759
careers@warren-wilson.edu

Job Search Correspondence

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An Introduction

Many job and internship seekers are busy thinking about perfecting their résumé but give very little thought to the other components of their job search. However, the very first thing an employer will see when they open your attachment, email, or envelope is a letter. Thus, the quality of that piece is as equally important as your résumé.

The purpose of this handbook is to give you an overview of the content of each of the following:

- letters of inquiry
- networking letters
- cover letters
- thank you letters
- application email
- job acceptance letters
- letters declining a job offer
- delay letters
- letters asking for a recommendation

Examples and appropriate formats will be provided, but we encourage you to make each piece of communication your own.

A note: Computers can make revising letters quick and easy, but it is also the same technology that can be your downfall. Cutting and pasting makes producing multiple letters fast but, if you forget to change the names of organizations, people, and positions, your letter and resume will never be considered. Take the time to carefully proofread your letters and check the personalization. It will be time well spent.

A Note on Research

It is incredibly important to research an organization prior to writing any job search correspondence. The more informed you are about who an organization is, what they do, and the challenges they face, the more focused and compelling your subsequent application can be. Targeted research will provide you with the opportunity to later demonstrate how your skills and capabilities fit within the needs of the organization.

Suggestions on ways to gather information about the organization include, but aren't limited to:

- Visiting the website of the organization: What is the mission of their organization? Who is their target client/audience? Who are their competitors?
- Conducting a web search: Where has the organization been in the news? What other sites link to the organization?
- Searching for the organization on Glassdoor or other large scale company databases
- Viewing employees on LinkedIn
- Performing an informational interview with a current or past employee or client; use the people in your network!
- Utilizing professional associations within your field

Keep in mind that with the plethora of information available and its easy access, employers expect you to know about their organization prior to applying for a position or interviewing. You have good research skills from your liberal arts education; use them!

As always, feel free to contact the staff in the Career Development Center with questions or for more help during this process.

Letter of Inquiry

A Letter of Inquiry is used to contact an organization you are interested in working for but who may not have listed any specific job or internship openings. Unlike a Cover Letter, this letter is not written in response to a particular job posting; rather, it is an inquiry into possible employment or internship opportunities at an agency that you like.

The Letter of Inquiry should contain information on why the company interests you and can showcase how your skills and capabilities fit within the needs of the organization. Though you are not addressing a particular job posting, you should be sure to cater the letter to the needs of the organization.

In this letter, you should:

- Indicate your interest in the agency and what, specifically, you are looking for (ie: internship, fellowship, full time work, information on the organization).
- Mention how you have heard of the agency. Include a mutual contact, where possible.
- Outline your strongest qualifications and how they overlap with the goals of the organization.
- Include your resume as a supporting document to your inquiry.
- Request a meeting to speak with them further about their organization and opportunities.
- Indicate how you will follow up to pursue future contact.

Letter of Inquiry – Sample #1

CPO 1234
PO Box 9000
Warren Wilson College
Asheville, NC 28815

February 23, 2015

Mr. Timothy Smith
Director of Public Relations
ABC Press
ABC Way
Des Moines, IA 12345

Mr. Smith:

I am writing to inquire about job opportunities at ABC Press. From my recent attendance at the Asheville Career Fair, I understand you are in the process of expanding your editorial staff, and I believe the strong research and writing skills I have gained as an English major at Warren Wilson College make me a good candidate for your agency. More specifically, I am interested in working with the ABC Press due to its reputation for authentic journalism and dedication to compelling, international coverage.

My interest in journalism began with my involvement in the college newspaper, *The Echo*. I began providing content for *The Echo* as a first year student and, as a junior, was promoted to Editor in Chief, leading a staff of nine to publish a weekly paper for the student body. I continued this work as an intern with *The City Paper*, researching and writing travel and outdoor content for a large, regional magazine focused on mountain living. I would enjoy the opportunity to further develop my skills while making a positive contribution to ABC Press, and my resume is enclosed for further consideration.

I would appreciate a few minutes of your time to discuss my qualifications and how I might contribute to the editorial team at ABC Press. I will call you during the week of March 1st to discuss any employment possibilities. In the meantime, if you would like to contact me, I may be reached at (123) 456-7890 or by email at wwilson@warren-wilson.edu.

Thank you for your consideration, and I look forward to speaking with you.

Sincerely,

(your signature)

Warren Wilson

Letter of Inquiry – Sample #2

Homeward Bound Inquiry

Warren Wilson <wwilson@warren-wilson.edu> Sun, Oct 6, 2014 at 6:24 PM
To: Curt Alexander <curt.alexander@homewardbound.org>

Dear Mr. Alexander:

I learned about your agency through my professor, Lucy Lawrence, and am writing to inquire about internship opportunities with Homeward Bound. I am interested in working within the area of housing and homelessness and believe your reputation of collaborating with area agencies to end the cycle of homelessness and to treat the homeless with compassion and dignity would provide an invaluable learning experience.

Currently, I am a Social Work major at Warren Wilson College and have a clear passion for advocating for those living in homelessness. In the spring of last year, I coordinated a campus-wide issue workshop that focused on barriers to housing, developing and teaching the four week training to nine students. My summer was spent as intern at Habitat for Humanity, writing a grant to increase organizational funding to assist recently housed families and individuals. It was truly a rewarding experience to build relationships with the new homeowners and learn their stories. I would enjoy applying the knowledge gained through this experience, as well as the research I conducted for the issue workshop, to Homeward Bound.

My attached resume provides additional information on my experience and education, and I am interested in meeting with you to further discuss my qualifications and potential contributions. Please let me know if you are willing, and I will follow up within the week to see if we might set up a meeting. Thank you for your time, and I look forward to connecting soon.

Best,

Warren Wilson

Letter of Inquiry – Sample #3

September 2, 2014

CPO 1234
PO Box 9000
Warren Wilson College
Asheville, NC 28815

Mr. Pedro Santiago
XYZ Corporation
100 Right Way
Seattle, WA 01234

Dear Mr. Santiago:

While writing a paper for my Senior Captstone course, I read an article about companies who take seriously their role as environmental caretakers. XYZ Corporation was highlighted as one of those. Now that I am in the middle of a job search, I would like to find out more about opportunities with XYZ.

I have a double major in Chemistry and Business and Economics and would appreciate any information you have about careers with XYZ. If one is available, I would also appreciate your sending a copy of your annual report.

Thank you in advance for your assistance.

Sincerely,

(your signature)

Warren Wilson

Networking Letter

In the course of your job or internship search, you will no doubt want to network with professionals within your field of interest. When writing networking correspondence, you are not asking or applying for a job or internship. Instead, you are asking the person for their advice and/or suggestions, learning about their organization, or asking for their willingness to participate in an informational interview.

As a Wilson student, you have access to an invaluable network of alumni, many of whom are very willing to share their career expertise. The Career Development Center hosts a Career Network on OWLink as well as an active alumni group and University Page on LinkedIn. The Office of Advancement has created an Alumni Business Directory that you may also access through their website. Professional associations and faculty are other great ways to gain contacts within your field.

Ideally, you will contact the person who you wish to interview through an introduction made by a mutual acquaintance. If you are reaching out to them without an introduction, contacting them directly through email, phone or LinkedIn can be used for your initial connection. You should research the person in advance and try to determine the best method for contacting them.

Networking Letter – Sample #1

Informational Interview
Warren Wilson
To: Maria Meyers
December 13, 2014 6:54 PM

Dear Ms. Meyers:

During the course of my job search, the Director of the Career Development Center, Wendy Seligmann, suggested I look to the alumni network on LinkedIn to begin seeking out opportunities in Seattle. This May, I will graduate from Warren Wilson and am hoping to find a position working to aid women in need.

I am currently a senior at Warren Wilson College and a great deal of my college career has been spent in service to the community. As you may notice in my attached resume, I have volunteered with MANNA Food Bank and tutored children living in subsidized housing in math and science. As a part of my major in Sociology/ Anthropology with a emphasis in Gender Studies, I also did an internship with Helpmate, a domestic violence agency for women and children in the Western North Carolina area. Through this internship, I gained insight into the administrative aspects of operating a safe haven and the emotional, physical, and spiritual needs of these clients.

Upon graduation, I am looking to take what I have learned and apply it in the Seattle area. I would appreciate any information you have on organizations within the area and would be interested in setting up a phone conversation to speak with you further. Thank your for your time and consideration, and I very much look forward to the opportunity to talk.

Sincerely,
Warren Wilson

Networking Letter – Sample #2

Career Advice

Warren Wilson <wwilson@warren-wilson.edu> Sun, Jan 28, 2015 at 6:53 PM
To: William Duke <william.duke@outdooradventures.org>

Mr. Duke:

Ed Raiola, Chair of the Outdoor Leadership Department and my advisor, suggested I contact you, as he thought you would be a good person to provide some career advice and direction.

Throughout my four years at Warren Wilson College, I have been involved with the Outdoor Leadership Program as a participant, guide, and program leader. I led week-long hiking and biking trips for my peers and completed coursework in outdoor skills and techniques, wilderness first response, and program management. Additionally, my service with Asheville Community Schools After School Helpers program has allowed me to plan and implement an after-school activity-based program for low-income children, training volunteers and coordinating tutoring. Find attached my resume for further consideration.

Now, I am looking to find a way to combine my outdoor interests with my work with children, specifically in the New York/New Jersey area, and would like very much to meet with you to hear any ideas you might have for me. I hope to be in your area over my spring break, March 10-18th, and am interested in meeting, if you are willing. Thank you very much for your time, and please let me know when you might be available.

Sincerely,
Warren Wilson

Cover Letter

The principle purpose of a cover letter is to get the employer to review your résumé and spark interest in interviewing you for a position. It is also a writing sample, a testament to your writing capabilities.

Like the résumé, cover letters are used to convince the reader you would be a good candidate for a position within their organization. Keep in mind, employers are interested in what you can do for them, not why having the job would benefit you, so be sure to sell your strengths and relevant qualifying experience. This means you must tailor each cover letter to the specific position you are applying to, incorporating language from the job description and highlighting the experiences you have that matches the specific position.

This is also a key opportunity to help an employer understand the distinctive nature of the Triad and how your experiences from it make you a far stronger candidate than someone else. Through your letter, let the reader get to know you. Let your enthusiasm for the work you are aiming to do and your best qualifications stand out.

Generally, an employer may spend as few as eight seconds with your cover letter, so it must be brief, yet informative. The letter should have three recognizable parts:

Opening: Explains why you are writing

Main Body: Lists two or three of your major accomplishments and how they relate to the position for which you are applying and gives the reader good reason to want to interview you

Closing: Expresses a desire for future communication

Be sure your letter draws a connection between the needs of the organization and the skills you can bring to it. When responding to an actual job announcement, make sure your letter demonstrates that you have the qualifications the organization is seeking.

Remember:

- Cover letters should always be written in a professional format, shown throughout the next few pages. If you are emailing your application, convert the letter to a PDF and attach it, along with any other application materials, to your email.
- Keep your cover letter concise and factual; no more than a single page should be needed.
- Be sure to do some research on the position and organization prior to your writing the letter. This will give you a better understanding of the type of candidate they are looking for and will help you to write a more informed letter.
- Give examples that support your skills and qualifications; draw on the skills and experiences that relate directly to the job description.
- Proofread! Better yet: take your cover letter to the Career Development Center for a second pair of eyes.

Cover Letter Format

Your address
City, State, Zip Code

Date

Use complete title and address

Name of person to whom you are writing
Title of person
Name of Organization
Street Address or Box Number
City, State, Zip Code

If possible, address it to a particular person by name

Dear (Name):

Make the addressee want to read your résumé

State why you are writing. Indicate the position about which you are writing. Share how you became aware of the opening or organization, as appropriate, and list a few skills or experiences you possess that fit within the job description.

Be enthusiastic and personable

Mention one or two main qualifications you think would be of greatest interest to the employer, slanting your remarks to their needs, paying attention to what was mentioned in the job description. Indicate why you are particularly interested in their organization, location, or type of work. If you have had related experience or specialized training, be sure to point it out, but be careful not to repeat your entire résumé. This is also a good place for you to give the employer an example or two of related work you have done well or to mention the Triad and explain how it has shaped your experience. Remember: the reader will view your letter as an example of your writing skills.

Express a desire for future communication

Restate your interest in the position and the skills that make you most qualified. Thank the reader for their consideration and indicate that you look forward to discussing the position further.

Complimentary closing,

(your signature)

Your typed name

PROGRAM DIRECTOR sought by social service agency. Challenging position requires creativity & sensitivity to needs of youth and teens. Must be a "people person." Supervision & administrative skills required. Must be able to plan, implement & provide direct services. B.A./B.S. in education, social work, physical education, or proven 2 yrs. experience in field. Reliable vehicle required. Send résumé with references and salary requirements to SEARCH, YWCA, 999 W. January St., Pirateville, IN 46016.

Cover Letter – Sample #1

CPO 1234
PO Box 9000
Warren Wilson College
Asheville, NC 28815

March 3, 2015

Ms. Andrea Anthrop, Executive Director
Young Women's Christian Association
999 W. January St.
Pirateville, IN 12345

Ms. Anthrop:

I am writing to express my interest in the position of Pirateville YWCA Program Director. As a recent Social Work graduate of Warren Wilson College, I was struck by the congruence between your mission and my beliefs around social justice. As you will see from the experiences highlighted below, throughout my college experience, I have worked to develop expertise around the area of youth and teens. My academic coursework and leadership development make me a strong candidate for the position.

As a Social Work major, many of my courses required collaborative work. Both independently and with a partner, I planned activities and led one to two-hour discussions for peers, covering both broad public policies and individual human behaviors. This coursework has not only strengthened my understanding of social life and thought but increased my respect for consensus building and cooperative learning. My education also included courses around general social welfare policies and program evaluation, two topics I believe would be useful in the role of Program Director.

At Warren Wilson College, I demonstrated leadership by serving for two years as a Resident Assistant. I developed programs for a floor of 30 diverse hall members, taking care to receive their input and suggestions. I managed hall crises, counseling peers through conflicts, health concerns, and environmental issues. For these efforts, I was nominated for a Work Award, an honor given to students who exemplify work skills during their campus contributions.

My work on the Resistance, Intervention, Safety, and Empowerment (RISE) Crew entailed planning educational programs for the campus community regarding sexual and interpersonal violence. From this, I understand the methods for which to organize large-scale events, coordinating Take Back the Night and a fundraising dinner for a local crisis agency, raising over $600. Through RISE, I was also trained in counseling methods, the importance of confidentiality, and the processes involved in crisis response.

I would enjoy speaking with you further to discuss, in detail, my skills and qualifications and will follow up in two weeks to see if there is any additional information you would like from me. I look forward to speaking with you further about this opportunity.

Sincerely,

(your signature)

Warren Wilson

The ideal candidate will be a dynamic individual who is able to infuse a passion for the visual arts within his or her classroom and the school community as a whole. In search of candidates who will offer exciting arts experiences to our students through exploration, observation and discovery to develop students' creative and critical thinking through the visual arts.

Cover Letter – Sample #2

CPO 1234
PO Box 9000
Warren Wilson College
Asheville, NC 28815
March 26, 2015

Ms. Katlyn Potato
Head of School
Charles E. Smith Jewish Day School
1596 Long Street
Philadelphia, PA 01234

Dear Ms. Potato:

Watching clay take shape under the hands of young person. The powerful self-portrait in charcoal proudly hung for the art show by an adolescent. These are the pictures I have from my summer jobs teaching art at a summer camp for three years and, from that experience, I know I am called to teach art. The Jewish Day School's desire to infuse art into the curriculum fits well with my own philosophy of art education.

The strong interest I have in the fine arts came about rather unexpectedly for me, and, in the four years I have been involved in the arts, it has consumed me. I saw the drawbacks to focusing in it, but I was enchanted by the possibilities of expression and self-discovery art offered. All through my life, outdoor experiences have deeply affected who I am and my awareness of my self. My art has progressively become a reflection of nature's images – landscapes, shapes, colors, sounds, and textures imprinted in my mind are expressed in my work. I see the creation of art as a process of the mind in conjunction with the body which I associate with the cycles of nature. Art history has also become a passion of mine as a result of focusing in art.

Running has also been a part of my life for the past eight years. I feel qualified and would really enjoy the opportunity to coach because running has been such a rewarding experience.

I look forward to the opportunity to share the excitement which I have for the arts, outdoors, and athletics. The growth that can occur in the pursuit of each is a very exciting thing to see. I hope to be able to give students an equal richness of experiences that I have been fortunate enough to have. Thank you very much for your time and consideration.

Sincerely,

(your signature)

Warren Wilson

Wildlife Biologist, VA Dept. of Game & Inland Fisheries, Hanover County, VA
Position #00414
RESP: Conduct wildlife mgmt. & research on private & public lands within a multi-county district in VA's northern Piedmont region. QUALIF: working knowledge. of wildlife biol., incl. taxonomy & characteristics of animal & plant communities; research statistics/methods; techniques required to manipulate wildlife populations; able to implement. wildlife mgmt. plans; make presentations, communicate effectively, analyze data, & work cooperatively w/other; B.A. in wildlife mgmt., or closely related field & related exp.; equiv. combination of trng./exp. may substitute. $26,800-$40,919, C.D.: 6/28/9-. Submit VA state applic. form or a resume & cover ltr. to: Personnel Office, VA Dept. of Game and Inland Fisheries, P.O. Box 123, Richmond, VA 53697

Cover Letter – Sample #3

12 Columbus Court
Poughkeepsie, NY 96243
(123) 456-7890

April 9, 2015

Personnel Office
Virginia Dept. of Game and Inland Fisheries
P.O. Box 123
Richmond, VA 01234

To the Selection Committee:

I have long planned to pursue a career in wildlife research and management, so I was excited to hear of your opening for Wildlife Biologist at the Asheville Career Fair. When speaking with Marsha Earnest at the fair, I was impressed with the impact you have made through your advocacy work, and congratulate you on your recent Award of Professional Excellence from the World Wildlife Fund. I am eager to work towards positive change in the field and would be honored to contribute my talents in research and leadership to such a reputable organization.

This position particularly caught my attention as it includes work with both the animal and plant communities which would complement my previous experience at Monette Observatory. There, I designed and implemented a system of raw data collection for a particular bird species and their plant habitat. This was then compiled into a formal paper and poster presentation which was presented at The Wildlife Society annual conference to an audience of thirty. This experience reinforced my strong interest in avian research and inspired my goal for a career as a biologist.

In addition to the skills developed in this internship, I also gained experience in the classroom, both as a student and as a teacher. As a Plant Physiology Teaching Assistant, I instructed a peer group of twelve, utilizing my knowledge of life science to effectively facilitate and guide other undergraduate students through their coursework. I have also grown to deeply appreciate Warren Wilson College's commitment to cooperative learning which promotes cooperation and communication through group work and student leadership. Because of this structure, during a service learning course, I took the lead on a project with Asheville GreenWorks, identifying and mapping an arbor map of downtown Asheville, now housed on the GreenWorks website. I feel this experience in collaborative work with the community would be an asset to the Virginia research team.

Thank you for taking the time to consider my letter and resume. I look forward to further discussion about the position of Wildlife Biologist so I may showcase how my education, employment, and passion for wildlife research may add value to your organization.

Best,

(your signature)

Warren Wilson
Enclosure

(From: The ACCESS Guide to International Affairs Internships in the Washington D.C. Area, pp. 37-38)

CENTER FOR INTERNATIONAL POLICY (CIP)

Seeking summer, fall, and winter undergraduate interns. CIP's mission is to monitor and research the effects of US policy on human rights and democracy in the Third World. Interns should be knowledgeable about foreign policy, international security issues, human rights, Third World issues, Latin America, Haiti, Cuba, and El Salvador. Knowledge of Spanish or French helpful. Intern responsibilities:

- Attend Congressional hearings and other conferences on international issues.
- Represent CIP at weekly Central American Working Groups meetings and brief staff on main points.
- Answer phones, relay messages, and deliver and pick-up information on Capitol Hill.
- Review and clip newspapers on current policy events.
- Research current international issues according to CIP projects.
- Write an "*International Policy Update*" on a specific issue.

Applicants should submit a cover letter, and resume to rosemary Gutierrez, Center for International Policy, 1755 Massachusetts Ave. N.W., Washington, D.C. 20036-2102.

Cover Letter – Sample #4

CPO 1234
PO Box 9000
Asheville, NC 28815

April 15, 2015

Ms. Rosemary Gutierrez
Internship Coordinator
Center for International Policy
1755 Massachusetts Ave. N.W.
Washington, DC 01234-5678

Dear Ms. Gutierrez:

Because of my concern for international affairs, I am writing to apply for the summer internship position at the Center for International Policy. In researching the mission of CIP, your dedication to diplomatic leadership and community development is made evident. As displayed by the internship, educational, and on-campus experience highlighted in my resume, I am committed to the human rights and democracy work your organization promotes.

My study abroad experience in Mexico brought issues of U.S. foreign policy closer to home. During a course on governmental relations, while interviewing women factory workers, I listened intently to their fate of horizontal mobility and their ardent desire for education. These conversations gave me the first-hand perspective of U.S. influence on developing nations and compelled me to contribute to their cause by becoming an agent for human rights.

In conjunction, other coursework has correlated with my interest in human rights research. In my Global Justice course, I presented a semester-long project on the interaction of multiple governmental branches and analyzed policy options for El Salvador, Nicaragua, Panama, and Cuba. In addition, broader issues of nuclear proliferation, international security, and human rights have been components of other classes. My insight into foreign policy issues and a deep commitment to improve international relations make me a valuable candidate for the CIP intern position.

As a Visit Coordinator for the Warren Wilson College Admissions Office, I developed the leadership, interpersonal, and organizational skills necessary to excel at CIP. Coordinating campus visits for students and their families required dialogue and scheduling with faculty, residence life, and various other constituents. My presentation skills were also honed as I gave speeches on admissions data to the Board of Trustees, new student orientation, and family weekend panels.

Based on my previous experiences, I believe this position caters toward my strongest talents. Enclosed is a copy of my résumé and references for further review, and I welcome the opportunity to interview with your office. Thank you for your time and consideration, and I look forward to the opportunity to further discuss my skills and qualifications.

Sincerely,

(your signature)

Warren Wilson

Thank You Letter

After an interview, it is always appropriate to write a thank you letter. This is your opportunity to demonstrate to the employer, one more time, how your skills and qualifications are a good fit for the position. You can use the thank you letter to reiterate topics which were discussed during the interview and re-enforce your skill set. It can also serve to remind the interviewer about when and how you will be hearing from them.

You should also write a thank you note after a networking meeting or informational interview. The content may not stress as much what you have to offer but should clearly let the reader know how much you appreciate the time they spent with you and what you learned from the meeting.

Depending on the industry, a thank you note could be a typed, formal business letter, a handwritten thank you card, or in the body of an email.

You should try and send your thank you note within one to two days of your interview. If you interviewed with more than one person, write a thank you letter to each person with whom you interviewed.

Thank You Letter – Sample #1

Interview Thank You

Warren Wilson <wwilson@warren-wilson.edu> Wed, May 16, 2014 at 10:21 AM
To: Angela Anthrop <anthrop@ywcawnc.org>

Dear Ms. Anthrop:

It was a pleasure to meet with you on Tuesday. I enjoyed learning more about the Pirateville YWCA's mission, programs, and clientele and was particularly interested in the Young Women and Kids program for teen mothers. Programs like these are an invaluable asset to the community.

As discussed in the interview, I would look forward to filling the role of a mentor and organizer while being Program Director. As you said, it is often a challenge to work with a staff of diverse interests. I would strive to encourage creative inspiration while maintaining a consistent itinerary of basic programs such as the after-school child care program and the weekly African American women's support group.

Again, I appreciated the opportunity to talk with you. As we agreed, I look forward to hearing from you within the next ten days. Thank you for your consideration.

Sincerely,
Warren Wilson

Thank You Letter – Sample #2

CPO 1234
PO Box 9000
Warren Wilson College
Asheville, NC 28815
April 5, 2015

Ms. Katlyn Potato
Head of School
Charles E. Smith Jewish Day School
1596 Long Street
Philadelphia, PA 01234

Dear Ms. Potato:

I appreciated the chance to speak with you last Friday. The tour of Charles E. Smith Jewish Day School helped me to gain a fuller sense of the school's purpose. It seems to be a fun yet educational environment with a diverse student body.

I also met with George Mantle, head teacher of the Art Department. We had a pleasant conversation, and he showed me several ongoing student projects. I was impressed with the breadth of mediums being taught, from pen and paper to larger wood installations. I would enjoy working with Mr. Mantle as an assistant, and feel that we would teach each other as well as the students; learning is always a cooperative activity in the broadest sense.

As discussed, I would also enjoy volunteer coaching with the school's cross-country and track teams while working in the art department. I spoke with Coach Maria Carter on Monday, and she told me about the teams and her coaching philosophies. I found that I respected her views on balancing competition with cooperation.

Thank you again for taking the time to talk with me, and I look forward to hearing from you.

Sincerely,

Warren Wilson

Thank You Letter – Sample #3

Dear Mr. Jeffers:

I enjoyed our discussion last week and thank you for your time. I have read the recent article you gave me from Virginia Nature Magazine about Virginia Game and Inland Fisheries and found it very informative and exciting.

I would enjoy the opportunity to do research in the Preserve and feel as though my skills complement this position well. The independent field study I designed for the spring semester has given me some valuable tools and skills that would translate well to this position. I agree with you that informal natural research is important to developing a scientific understanding.

Best wishes with the spring season, and I look forward to hearing from you next week.

Sincerely,
Warren Wilson

Other Letters

Job Acceptance Letter

This letter is written after you have agreed to accept a specific position and should:

- Answer the offer immediately.
- Be direct about accepting.
- Restate the specific position you have accepted, the starting date, and any terms stated in the offer.
- Express your appreciation and good feeling about the position.
- Offer to provide additional information, if needed.

Job Acceptance Letter - Sample

CPO 1234, PO Box 9000
Warren Wilson College
Asheville, NC 28815

March 15, 2015

Ms. Janice Fairfield, Hiring Coordinator
21 Sierra Club Ave.
Las Vegas, NV 12345

Dear Ms. Fairfield:

I enjoyed meeting you and Mr. Thomas this week and would like to accept the job offer you extended to me as it sounds most attractive and challenging. My understanding is that the position of Staff Writer would carry a beginning salary of $32,000 to be reviewed at the end of the first six month probationary period. I understand that I am to begin July 1, 2015 and that I am responsible for my own moving expenses.

I further understand that life and health insurance are to be paid fully by the organization and a pension plan is available. I will have one week vacation after the first year of service and sick leave at one day per month, cumulative to 30 days.

I am looking forward to working with you at the Sierra Club. Thank you again for the confidence you have shown in me.

Sincerely,

Warren Wilson

Other Letters (cont.)

Letter declining a job offer

This letter is written after you have definitely decided not to accept the particular position offered.

- Answer the offer immediately.
- Be direct with the answer, but soften the blow. Do not say "No" in the first paragraph.
- First, express your appreciation for the offer. Remember that you may want to reapply for a future position with the same people or they may be familiar with others in your employment network.
- Be brief and concise. Give a brief explanation of why you are declining the offer.

Letter Declining a Job Offer-Sample

CPO 1234
PO Box 9000
Warren Wilson College
Asheville, NC 28815

May 1, 2015

Mr. Iam Sorry
Coordinator of Hiring
Another School
Another School Dr.
Another, IA, 12345

Dear Mr. Sorry:

Thank you very much for the opportunity to interview with Another School. I appreciate the arrangements which were made for me so that I could stay overnight in the residence hall.

At this time, I must decline the kind offer which Another School has made. I feel my skills will be better utilized at a school with math courses specifically within my field of expertise.

Once again, thank you for the time and consideration.

Sincerely,

Warren Wilson

Other Letters (cont.)

Delay Letter

Sometimes, a candidate is not ready to accept an offer but is interested in the position.

- State your continued interest in the position.
- State clearly the reason for your delay.
- Request a time extension. Be specific. If they are not willing to extend the decision deadline, be prepared to make a decision.
- Request more information, if needed.
- Thank them for the cooperation you receive.

Delay Letter-Sample

CPO 1234
PO Box 9000
Warren Wilson College
Asheville, NC 28815

April 2, 2015

Ms. Kathy Bates
Program Coordinator, YWCA
42 YWCA Way
Anytown, NC 01234

Dear Ms. Bates:

This letter is to thank you for, and to acknowledge receipt of, your offer of employment inviting me to join the programming staff of the YWCA with an entry level salary of $28,000.

While your offer of employment is very attractive, I feel it would be to our mutual advantage to delay final action on your offer until April 15, 2015, the latest acceptance date indicated in your contract. This will allow me ample time to evaluate additional opportunities which have materialized since my interview with you on March 2.

I will contact you by phone, no later than 3:00 p.m., April 15, to advise you of my final decision.

Sincerely,

Warren Wilson

Other Letters (cont.)

Letter asking for a recommendation

- Choose people you are sure will recommend you favorably. If you aren't sure, ask them outright.
- If it has been awhile since you have been in contact with the person, identify yourself and relate when and how you knew the person you are asking for a reference from.
- Ask their permission to use their name as a reference before giving it out. Confirm their contact information.
- Make sure your references have an updated copy of your resume.
- Let the person know that the reference is important to you. If there are deadlines necessary for you to be considered for a position, be sure to let them know.
- If they are writing a letter of reference, send a brief thank-you note. This is a basic courtesy for anyone who helps you along the way.
- Once you have accepted a position, let your references know.

Asking for a Recommendation - Sample

Reference Request

Warren Wilson <wwilson@warren-wilson.edu> Thurs, Sept 01, 2014 at 9:18 AM
To: Karen McMillan <kmcmillan@XYZ.org>

Dear Ms. McMillan:

First, please allow me to thank you again for the opportunity to serve as intern with you and your organization during the summer of 2013. The skills and experiences I gained while at XYZ have motivated me to pursue a career in publishing. To this end, I have recently begun my job search process and am writing to ask if you would be willing to provide a letter of recommendation for use during this process.

For your reference, I have attached a copy of my résumé along with a description of a job for which I am hoping to apply. Please do not hesitate to contact me if you would like to discuss my request further. Thank you in advance for your time and energy.

Sincerely,
Warren Wilson

Final Tips

A few final tips to help you produce documents that will help you get the job you want:

- Proofread, proofread, proofread. Poor grammar, bad punctuation, and misspelled words suggest that the applicant doesn't care about the impression created. The chances are that the employer is going to forgo reading the accompanying résumé and quickly move on to the next job applicant.

- You can use your cover letter to highlight certain aspects of your résumé. The beauty of the cover letter is that you can and should gear it to each particular organization by stressing the qualifications that best fit the job for which you are applying.

- A résumé without a cover letter is like an unannounced salesperson showing up at your door. If you are going to let in a perfect stranger, you at least want to see their credentials. This is exactly what a cover letter does – it introduces you, a total stranger, to the reader. It must be compelling, personable, and brief.

- If you are mailing your materials, all letters should be printed on the same paper as your résumé. Envelopes should be typed as well. Don't forget to sign your letters and stamp your envelope!

As always, please feel free to use the Career Development Center to look over your letters and answer any questions you may have about the job search process.