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# Thank You and Follow Up Letters

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## Thank You Letters

Always send a thank you letter. Often it may be the difference between getting an offer or not. If an employer has two equally skilled potential employees who both fit with the organization, receiving a professional thank you letter may tip the scales in one's favor. A thank you letter is also a place for you to reiterate your skills or to mention something you may have forgotten or hadn't had the chance to speak about.

## Formatting Suggestions

Timing is critical! This letter should always be sent within 24 hours after the interview. There are three ways to send a thank you:

- ~ A typed thank you letter using letterhead that matches your resume heading
- ~ A handwritten note using a professional notecard or thank you card.
- ~ An e-mail thank you.

Regardless of the method you select, send a thank you letter to every person with whom you interviewed; otherwise, send it to the chair of the screening committee. This letter is to *express appreciation, reiterate your interest* in the position, and to *further sell yourself* and your skills as they relate to the position specifically.

## Advice for Letters Sent Electronically

*Scanning:* If the company uses an applicant tracking system, prepare a scannable cover letter and resume.

*Internet:* Send your cover letter and resume in the body of one e-mail message. The subject line is a valuable tool. Use it for the position title.

## The Stall Letter

Upon occasion, candidates find that they must respond to a job offer before they are ready to make a decision. This letter should be written only when you are seriously considering the offer. 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 announce your plans with certainty. *It is not ethical to accept an offer and keep looking.*

## Withdrawal Letter

It is a matter of common courtesy to notify an employer once you have made a definite decision to withdraw from consideration or to reject an offer of employment. Rejecting an employment offer should be done thoughtfully. You never know who the employer 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 him or her for the offer and confidence in you.

## Acceptance Letter

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

*Sample Thank you Letter*

Grace J. Goodwin

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March 4, 20XX

Ms. Jane Jones  
Personnel Manager  
ABC Agency  
500 Fortune Avenue  
Corporate, USA 12565-9876

Dear Ms. Jones:

Thank you for talking with me last Thursday about the possibility of a Lab Technician position with the ABC Company. I was excited about the interview but became even more enthusiastic about the position when you mentioned that research for an AIDS cure would be part of the responsibilities of the position.

As you may recall, I enjoy conducting experiments and finding alternative methods of solving problems. College courses of biology and chemistry magnified this interest. Furthermore, my work experience at Children's Hospital Medical Center provided practical application of laboratory testing and research and gave me growth-producing responsibility. All should prove to be of value in early productivity within the 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 937-229-7423.

Sincerely,

*Grace J. Goodwin*

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