



WRITING LETTERS OF JOB CORRESPONDENCE OF ALL TYPES

LETTER OF INQUIRY



This is a short letter used to obtain information about an organization & to see how your skills might fit with their particular needs. This is also great way to find information that might not be otherwise known.

THANK YOU LETTER



1-2 days after a networking meeting or interview it is important to thank them for the opportunity. This letter serves as a way to reiterate topics that were discussed & help them remember you.

NETWORKING LETTER

Networking is key! This letter is written to someone you DON'T know who has been referred to you by someone you DO know. It is not for applying, but merely seeking advice and/or suggestions.



ACCEPT, DECLINE, DELAY



If you are accepting or declining a position (or asking for a delay in making this decision), a quick & direct letter is necessary. Remember to always restate the position, express your appreciation, and thank them.

COVER LETTER



This letter is used to spark the interest of the employer & encourage them to read your resume. It is a more personalized way to draw the connection between their needs & the skills you can offer the organization.

RECOMMENDATION INQUIRY

Choose people you are sure will recommend you favorably. Ask for their permission to use their name, confirm their contact information, pass along important position information, & always follow up with a thank you!



LETTER WRITING

Many job/internship seekers are busy thinking about perfecting their resume but give very little thought to the letter(s) which accompany their job search. That said, the letter is often time the FIRST thing most employers see when they open your envelope or attachment and may very well be their first impression of you... so let's make it a great one!

The letter, whether it be a letter of inquiry or a thank you letter, is a great way to put a piece of you into the formality of this process. This does not mean that you should ignore all formatting or write in glitter, but we encourage you to make your letter your own. If this is a cover letter,

this will be one of the only ways you can add a personalized touch to your resume and let the employer gain a better understanding of your skills and excitement.

While many of the documents you send will be transmitted electronically, you should still write a letter using a standard business format, which you can save as a PDF and attach it to your email. There are many examples of these letters in the CIAC as well as online, just make sure you are choosing something that feels fitting to you as well as that particular organization.

Finally, technology can make this process incredibly easy, but it can also be your letter-writing downfall. Cutting and pasting is an easy way to produce multiple letters quickly, but make sure you take the time to double check the personalizations. Are the names of organizations, people, positions, and addresses are correct? Carefully proofreading each letter will make sure that this is time well spent!

The Center for Integrated Advising and Careers is happy to proofread your letters!

The hardest part is getting started...

Try speaking aloud or recording what you would say to whomever you're writing to, then typing what you said. Your writing will flow conversationally, and you can revise for formality later.