

How to Communicate Professionally With Employers



ANNA MARIA
COLLEGE

Career Services

Trinity Hall East, Room 133 (1st Floor)

Anna Maria College

50 Sunset Lane













Paxton, MA 01612

careerservices@annamaria.edu

508.849.3596

LETTER OF INQUIRY

***When you want to learn more information about a company or organization but are not necessarily looking for a job opening or an internship position, a letter of inquiry is one of the best ways to communicate with the company/organization.**










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• Draft autosaved at: 3:36 PM
• This message hasn't been sent.

To... jody.stark@paxtonmemorial.org

Cc...

Subject: Letter of Inquiry

Times New Roman 12 **B** **I** U         

Dear Ms. Jody Stark-Cornetta,

After viewing your flyer for open volunteer positions at the Paxton Memorial Center, I am interested in learning more information about your organization. I have had many experiences caring for children including being a babysitter, a counselor in training, and a day camp counselor in the past eleven years. I have a passion for helping children and would like to work in a place similar to your organization. Could I please schedule a brief meeting with you to discuss information on the specific volunteer opportunities and responsibilities?

Thank you for your time. I look forward to hearing from you.

Sincerely,

Anna

Anna Maria Smith
50 Sunset Lane
Paxton, MA 01612
Box #12
<insert email here>
Cell: (XXX)-XXX-XXXX
Home: (XXX)-XXX-XXXX

***Tell the employer why you are interested in their organization or company.**

***Don't forget to thank the employer for their time. Also, remember that you could volunteer, intern, or work at the organization in the future, so write professionally.**

THANK YOU LETTER

***Always** send a thank you letter after you have an interview with an employer. You can send a paper letter or an email. **A paper thank you card is recommended.**

Hint: If you hand write your thank you card, the employer will remember you and will appreciate that you took the time to write a handwritten thank you. Putting your time and effort into writing a hand written card can have more of an impact than an email.

IMPORTANT

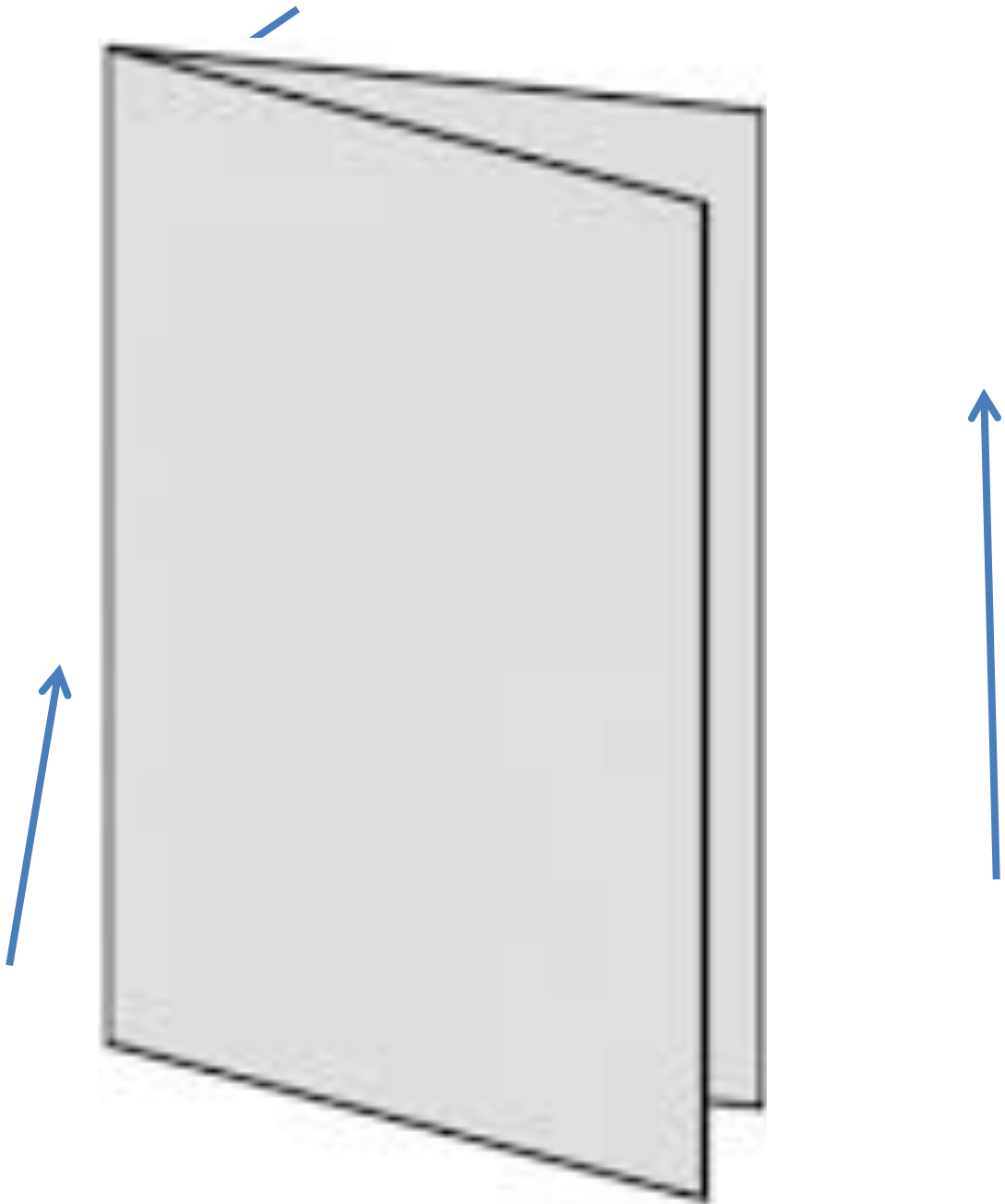
You should write your hand-written thank you card and send it within 24 hours of your interview. If you write an email thank you, you should send it four hours after your interview.



Contents of the Thank-you Card Pages:

Page

4	An Example of a Vertical Fold Professional Interview Thank You card
5	How To Format a Vertical Fold Professional Thank you Card
6	How To Write a Vertical Fold Professional Thank you Card
7	An Example of a Horizontal Fold + Hand-Written Professional Interview Thank you Card



Example of a Vertical Fold Professional Thank You Card

Front

*Thank
You*

Back

Anna Maria Smith
123 College Road
Paxton, MA 01612
amsmith@amsmith.com
Cell: (XXX)-XXX-XXXX

Inside- Left

I believe my familiarity with the product line, and my considerable retail sales experience, make me a qualified candidate for the position. As we discussed in the interview, if I have not heard from you by September 6th, 2014, I will call you to inquire the status of my application. Thank you for your time and consideration.

Sincerely,

Anna Maria Smith

Inside- Right

6/20/14

Dear Mr. Anderson,

Thank you for taking the time to share details with me about the Assistant Buyer's position at Good Buy Clothes. I love how your organization wants to help people afford to wear stylish and impressing clothing.

After talking with your staff and seeing your well-established company, I am eager to reaffirm my interest in the position.

How to Format a Vertical Fold Professional Thank You Card

Front

5. After writing your thank you, you should write your contact information on the back.

This will show your potential employer that you not only took the time to thank them for their interview but also made it easier for them to figure out who you are. Of course your return address is on the envelope, but if you leave it on the card, the potential employer will take notice and can contact you right away if needed.

Back

Anna Maria Smith
123 College Road
Paxton, MA 01612
amsmith@amsmith.com
Cell: (XXX)-XXX-XXXX

3. Continue on with your thank you to the left side of the card. It might look silly because we normally read left to right. However, it looks professional and well done.

2. Start writing your thank-you on the right side of the card (inside). When people open cards, the first part of the card they see is the right hand side.

Inside- Left

I believe my familiarity with the product line, and my considerable retail sales experience, make me a

4. Don't forget to sign your name. You could sign your full name or just your first name, depending on how much space you have and your preference. Make sure the name you sign is equivalent to the how you introduced yourself in the interview.

consideration.

Sincerely,

Anna Maria Smith

Inside- Right

6/20/14

Dear Mr. Anderson,

Thank you for taking the time to share details with me about the

Buyer's position at Good Buy

1. Don't forget to put the date on the top of the first page (the right side). It is recommended that you put the date of the interview in your letter. You can either put it as the date you wrote it or the date you were interviewed.

How To Write a Vertical Fold Professional Thank You Card

Inside- Left

- 4** I believe my familiarity with the product line, and my considerable retail sales experience, make me a qualified candidate for the position.
- 5** As we discussed in the interview, if I have not heard from you by September 6th, 2014, I will call you to inquire the status of my application.

Thank you for your time and consideration.

Sincerely,

Anna Maria Smith

Inside- Right

6/20/14

Dear Mr. Anderson,

Thank you for taking the time to share details with me about the Assistant Buyer's position at Good Buy Clothes on August 20th at 2:30 p.m. I love how your organization wants to help people afford to wear stylish and impressing clothing.

After talking with your staff and seeing your well-established company, I am eager to reaffirm my interest in the position.

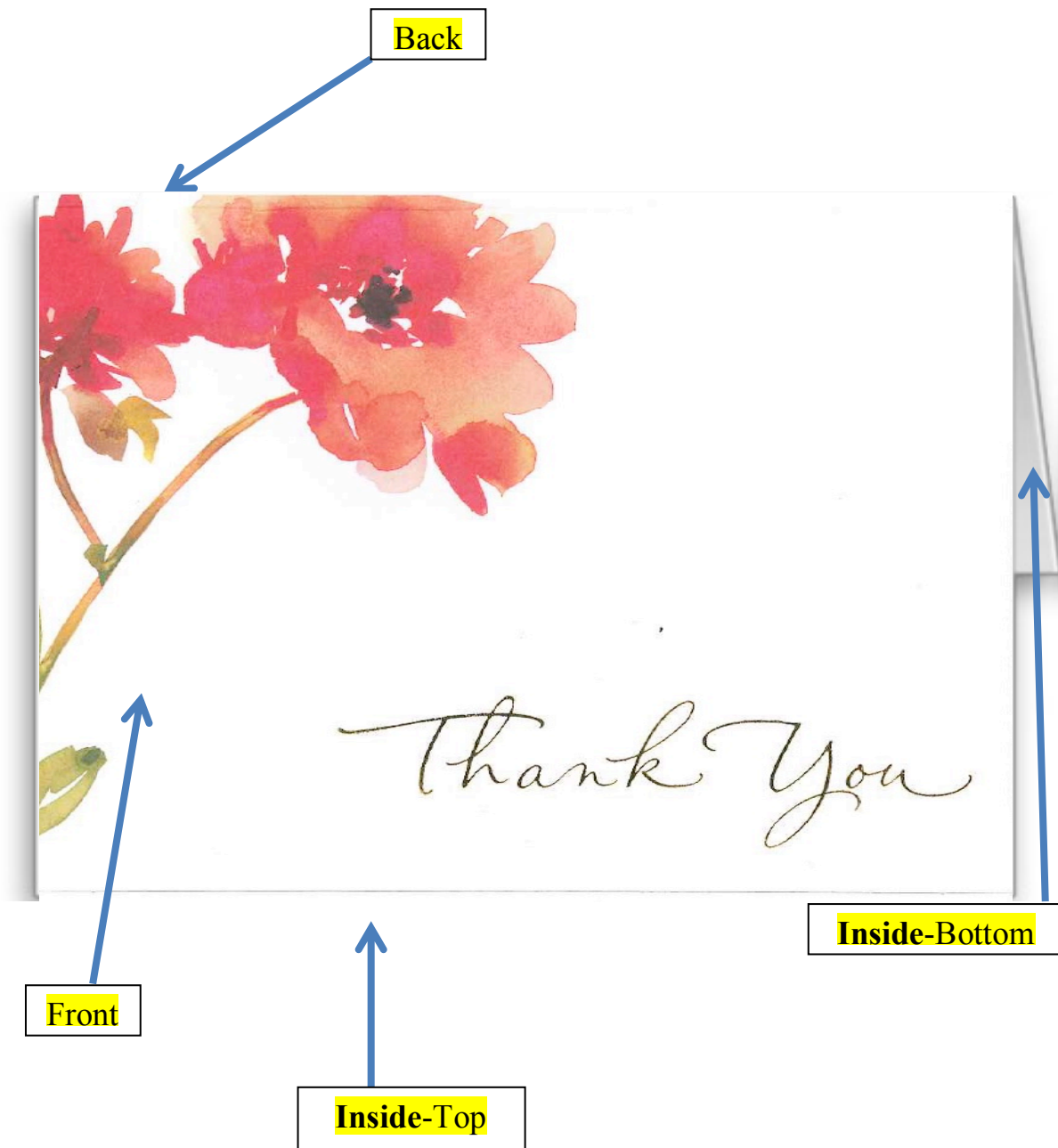
1

2

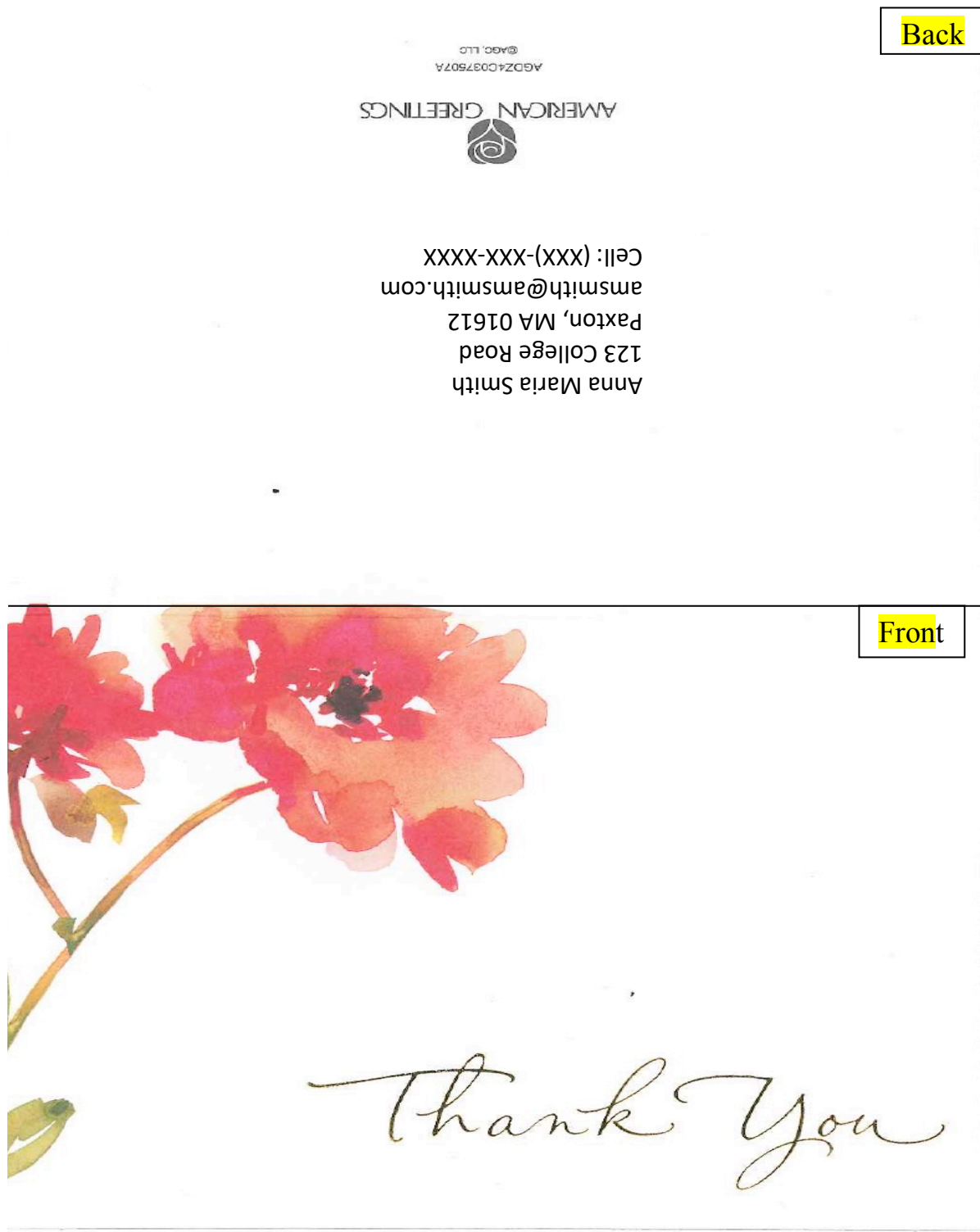
3

- 1. Start your thank you by thanking your potential employer for their time.** Also, you should always tell the potential employer when you were interviewed because they may not remember you. Example: "Thank you for taking the time to share details with me about (the position) at (the company) on (August 20th) at (2:30 p.m.)."
- 2. Refer to a point you made or heard in the interview and want to emphasize.** You could talk about how much their mission or goal means to you or something important that interested you.
- 3. State your interest in the position.**
- 4. Refresh their memory by telling them your strengths, experiences and qualifications you would bring to the job.** They will be glad that you told them your expertise because they might remember you from the interview.
- 5. Indicate you will follow-up with a phone call within two weeks.** Remember to call them back if you do not hear from them.

Horizontal Fold Professional Thank You Card Example



Handwritten Horizontal Fold Professional Thank You Card



Thank you for having me and the other talented candidates show you how we interact with children through leading a small group in an activity. I had the opportunity to show what I love to do.

I believe my experiences working with children, familiarity with being a leader and my passion for being a positive role model make me a qualified candidate for the position. Sincerely,
Thank you for your consideration. Anna

Dear Ms. Kasey Sheehan, 4/10

Thank you for giving your time to hold a group interview with me this past Tuesday (April 7) at 4pm. After speaking with you and seeing your well-established and welcoming program and facility, I am eager to reaffirm my interest in a summer camp counselor position.

Format of Handwritten Horizontal Fold Professional Thank You Card

After writing your thank you, you should write your contact information on the back. This will show your potential employer that you not only took the time to thank them for their interview but also made it easier for them to figure out who you are.



Back



Front

Thank You

Thank you for having me and the other talented candidates show you how we interact with children through leading a small group in an activity. I had the opportunity to show what I love to do.

I believe my experiences working with children, familiarity with being a leader and my passion for being a positive role model make me a qualified candidate for the position. Sincerely,
Thank you for your consideration. Anna

Dear Ms. Kasey Sheehan, 4/10

Thank you for giving your time to hold a group interview with me this past Tuesday (April 7) at 4pm. After speaking with you and seeing your well-established and welcoming program and facility, I am eager to reaffirm my interest in a summer camp counselor position.

How To Write a Vertical Fold Professional Thank You Card

- 1. Start your thank you by thanking your potential employer for their time.** Also, you should always tell the potential employer when you were interviewed because they may not remember you. Example: “Thank you for taking the time to share details with me about (the position) at (the company) on (August 20th) at (2:30 p.m.).”
- 2. Refer to a point you made or heard in the interview and want to emphasize.** You could talk about how much their mission or goal means to you or something important that interested you during your interview. (Hint: After you have the interview, write down the most interesting part of it so you can use it in your thank you.)
- 3. State your interest in the position.**
- 4. Refresh their memory by telling them your strengths, experiences and qualifications you would bring to the job.** They will be glad that you told them your expertise because they might remember you from the interview.
- 5. Indicate you will follow-up with a phone call within two weeks.** Remember to call them back if you do not hear from them.

Horizontal Fold Professional Thank You Card Example

23 College Road
Paxton, MA 01612
amsmith@amsmith.com
Cell: (123)-123-1234
Home: (321)-432-4321
October 30th, 2014

Robert Anderson
College Central Job Inc.
1 Employment Route
Paxton, MA 01612

Dear Mr. Anderson,

***Convey gratitude for time spent in the interview.**

Thank you for taking the time to share details with me about the Assistant Buyer's position at Good Buy Clothes.

After talking with your staff and seeing your well-established company, I am eager to reaffirm my interest in the position. I believe my familiarity with the product line, and my considerable retail sales experience, make me a qualified candidate for the position. ★

As we discussed in the interview, if I have not heard from you by September 6th, 2014, I will call you to inquire the status of my application.













Thank you for your time. I look forward to hearing from you.

Sincerely,

***Indicate you will follow-up with a phone call within two weeks. Remember to call them back if they do not contact you within two weeks.**

SAMPLE FOLLOW UP LETTER

***Quite often a prospective employer does not get back to you within the stated frame she/he specified to you. It then becomes your responsibility to initiate follow-up correspondence.**


Send           Options... HTML  










- Draft autosaved at: 6:50 PM

To... rcarleton@acecomputers.inc

Cc...

Subject: Analyst Trainee Position Inquiry

Attached:  Anna Maria Smith's Resume.docx (25 KB) [Open as Web Page] X

Times New Roman 14 B I U         

Dear Mr. Carleton,

On May 10th, I had an interview with you for the position of Analyst Trainee with Ace Computers, Incorporated. At that time you indicated that I would be hearing from you by June 5th. I am very interested in the position, but considering other job prospects. I am eager to know the status of my application.

I have enclosed my updated resume. I will call you next week to determine the status of my application.

Sincerely,

Anna

Anna Maria Smith
50 Sunset Lane
Paxton, MA 01612
Box #12
amsmith@amsmith.com
Cell: (123)-123-1234
Home: (321)-432-4321












***State why you need clarification of the status of your application**

***Request status of your application.**

***Indicate you will follow-up with a phone call and call them when you said you would.**

SAMPLE ACCEPTANCE LETTER








***Don't forget to send an acceptance letter after you verify you want the position your employer offered to you.**

Send           Options... HTML 

To... smitchell@humanresources.com

Cc...

Subject: Acceptance of Medical Social Worker Position

Times New Roman 12 **B** **I** U       

Dear Ms. Mitchell,

I accept the position of Medical Social Worker at Mid-Massachusetts Medical Center at an annual salary of \$44,500. Your consideration and efforts on my behalf are greatly appreciated.

As we discussed last Friday, when you presented the offer, I will be reporting for work on Monday, July 23rd, in the human resources department.

I look forward to working with you and the staff and continue to be excited about my new responsibilities at Mid-Massachusetts Medical Center.

Sincerely,

Anna













Anna Maria Smith
50 Sunset Lane
Paxton, MA 01612
Box #12
amsmith@amsmith.com
Cell: (123)-123-1234
Home: (321)-432-4321

***Thank your new employer for their consideration and efforts.**

***Show enthusiasm for your new position by stating when you'll be reporting for work (which you decided with your employer previous to your acceptance) and that you are looking forward to working with the company.**

SAMPLE DECLINING AN OFFER LETTER

***Be prompt in responding to an employment offer, especially if you are declining.**











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- Draft autosaved at: 7:14 PM

To... hcarter@graphicdesigninc.com

Cc...

Subject: Thank You For Your Graphic Design Assistant Position Offer

Times New Roman  14         

Dear Ms. Carter,

Thank you for your recent offer of employment as a Graphics Assistant with your firm. Although it was a difficult decision, I have decided to decline your offer at this time.

As you know, my primary interest has been in photography. The position I have accepted will allow me to further develop my skills specifically in this area.

Your consideration, time and efforts were greatly appreciated throughout the selection process.

Sincerely,

Anna

Anna Maria Smith
50 Sunset Lane
Paxton, MA 01612
Box #12
amsmith@amsmith.com
Cell: (123)-123-1234
Home: (321)-432-4321

***Let them know it was a difficult decision to make.**

***Briefly state the position will help you with your future goals.**

***Thank the employer for their consideration, time and efforts.**