



# Thank You & Other Business Letters

## WHY SHOULD YOU WRITE A THANK YOU LETTER?

*It is an opportunity after an interview, to reiterate your interest as well as the skills and experience you will bring to the position and the organization. Stating both your enthusiasm for the position and appreciation of the person's time, demonstrates your professionalism.*

*Employers want to know that their clients will be treated in a courteous manner and sending a prompt thank you lets them know this.*

**FIRST PARAGRAPH:** Should only be one sentence.

This is where you actually say "thank you" for the interview. Cite the day on which you interviewed and express your appreciation and interest. If you were interviewed by more than two people, you should write individual - and different - notes to each of them. You should have received each person's business card. If you did not receive it, telephone the employer's administrative assistant to verify the correct spelling and title.

**SECOND PARAGRAPH:** A maximum of 2-3 sentences.

Use this paragraph to make one or two final points about your qualifications and interests based on the interview. Do not restate or rehash your cover letter's second paragraph. Do one of two things:

1. Underscore one or two of your most relevant skills or experiences which show your ability and/or potential to do the job. Briefly focus in on those areas in which the interviewer(s) were most keenly interested.
2. Highlight skills or experiences, which you did not (for whatever reason), focus on during the interview, but which you know will be key consideration factors. You may want to write something like, "it might further interest you to know" or "I want to call your attention to this since it also demonstrates my \_\_\_\_\_ that is vital to success in this position." ***You must be brief and to the point!***

**FINAL PARAGRAPH:** Only 1-2 sentences.

This is a good place to restate the time frame the employer gave you, to express your appreciation, again, for the chance to meet with her or him, and to affirm your continuing interest in the job and the company/organization. "I look forward to the next step in the process and again truly appreciate this opportunity to express my strong interest for this position."

**ONE EXAMPLE MIGHT BE:**

Thank you for extending your time to interview me on Wednesday, November 24. I found our discussion very informative and left with a strong desire to work for ASPEN Magazine. I was particularly struck by the enthusiasm that you and Mr. Cantor portrayed for your jobs and the company, both in the information session and interview.

ASPEN Magazine is clearly a company on the move, a quality that no doubt is a result of its ability to attract talented and motivated employees. I have the work ethic, ambition and analytical skills necessary to be a successful addition to the magazine. Thus, I am looking forward to the next step in the interview process.

**This a business letter so type it, use business stationery and mail it out within 24 hours of meeting with the employer!**

## **JOB OFFER ACCEPTANCE LETTER**

Congratulations! You got the job you wanted. This letter should be fun to write. Follow the business letter format outlined in the *CSO Cover Letter Guide*. Use business stationery and type the letter.

If you have lingering questions about any employment details such as benefits, resolve those via the telephone, not through this letter.

Your goal for this type of letter is to express your enthusiasm for the job and the company, while also restating the particulars of the job offer, such as your starting date and salary.

## **JOB OFFER REJECTION LETTER**

Since you never know when you may knock on their door in the future, you should treat any employing organization with courtesy. The world within career fields is small, contrary to appearances, and you should never burn bridges! ***Do not terminate other job offer negotiations until you received the offer in writing and accept the offer in writing.*** If you have reached the interview stage, you must withdraw your application from the other employers once you have accepted a job offer. Always make a personal call to the hiring person at the organization to turn down an offer and use the letter only as a written confirmation. Never turn down an offer simply via mail since that is considered very bad form.

Structure the letter as follows: Keep it short.

**FIRST PARAGRAPH:** Be courteous and appreciative of the offer and provide a credible reason for rejecting the offer, e.g., the job does not match your career goals, you think the fit at another organization will be better for you.

**SECOND PARAGRAPH:** In one line, express your appreciation for their interest and consideration.

## **WITHDRAWAL FROM JOB SEARCH LETTER**

Once you have accepted an offer in writing, you have an ethical obligation to withdraw your application from other organizations at which you are being considered. It is in your best interest to be professional and prompt in writing these letters since you never know when in the future you may want to pursue a job at one of those organizations. This letter should be short, very courteous, and appreciative of the consideration you have been given to date. Structure the letter as follows: Be brief but very courteous.

**FIRST PARAGRAPH:** a short statement of your withdrawal and a brief reason why, e.g. "I have accepted an offer with another organization", "my plans have changed and I am redirecting my job search."

**SECOND PARAGRAPH:** one line stating your appreciation of their consideration and courtesy in the job search to date.