



**Career Connection**  
MNTC EMPLOYMENT SERVICES

# Job Search Correspondence Guide



**MOORE NORMAN**  
TECHNOLOGY CENTER

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**In your campaign to secure employment,** there are numerous situations which require written correspondence. Whether applying for a known position, inquiring about potential employment, expressing appreciation, establishing networking connections, withdrawing from consideration or accepting an offer, each letter requires careful consideration of the audience and the message(s) you wish to deliver. Because a letter is often the first contact between you and a prospective employer, it is imperative to plan the content, use an appropriate format, and proofread carefully. The following tips apply whether using email or paper (hard copy).

### **TIPS FOR WRITING LETTERS**

- Address your letter to a specific person whenever possible.
- Use language that is clear, concise and natural.
- Present yourself as professional and polished.
- Avoid starting most sentences with the word "I."
- Use high-quality paper and envelopes for each hard-copy letter.
- Create each letter individually and tailor your message to each employer.
- Use an easy-to-read typeface and avoid wallpaper or multicolored backgrounds in emails.
- Sign each letter with your full name.
- Limit your letter to one page.
- Use your spell checker, but also proofread carefully to produce error-free copy.
- Focus on what you can do for the employer, not how the job would benefit you.
- Use relevant information and be specific — back up your claims with evidence.
- Only mention your salary requirements if specifically instructed to do so.

### **COVER LETTER**

Write a cover letter to accompany your resume/application for a specific position, encouraging the recipient to grant you an interview. Demonstrate that your qualifications fit the job requirements, and link your background to aspects of the open position. This letter should not be a repeat of the information in your resume.

### **THANK YOU LETTERS**

Most people know they should send thank you letters, but few actually do. This makes it all the more important for you to do so as it sets you apart from other candidates. After the interview, send a thank you letter to the interviewer(s) expressing your appreciation for the interview and stating your interest in at least one or two aspects of the position that you discussed in the interview. Close the letter by reiterating your interest in the position, and thank them again for their time and consideration. Ideally you would contact each person who interviewed you. If this is not possible or appropriate, send a letter or email to your host or the highest ranking manager

you met requesting that they share your appreciation with the rest of the group.

### **RESIGNATION LETTER**

When you are resigning from employment, it's proper protocol to provide your employer with a formal resignation letter for your employee file. A resignation letter should be simple, brief, focused, and to the point. There is no need to elaborate on your reason for leaving. Simply provide information on when you are leaving and let the employer know you appreciate your time with the company.

### **LETTER UPON RECEIPT OF A "TURN DOWN"**

Thank the employer for the time involved in your interview and for his/her consideration. State your disappointment in not getting the job. Express your appreciation for his or her willingness to retain your resume/application in case of possible future openings.

# TIPS FOR WRITING AND SENDING THANK YOU NOTES



- **When to Send It:** Write and send your note no later than 24-hours after the interview.
- **Paper and Envelope:** Use a good quality notepaper with matching envelope. Avoid "cute" covers. A simple "Thank You" on the front will do. Off-white and buff colors appear more professional.
- **Email:** Use an easy-to-read typeface and avoid wallpaper or multicolored backgrounds.
- **Typed vs. Handwritten:** A handwritten note is fine unless your handwriting is illegible or sloppy. If so, type it. Make sure all spelling is correct. You may want someone to proofread it before mailing.
- **Salutation:** Unless you personally know the individual you are thanking, do not use his/her first name. Write "Dear Pam Smith" or "Dear Ms. Smith." Include the date.
- **The Note Itself:** Keep it short and friendly.
  - **Paragraph 1:** Thank the individual for taking the time to visit with you.
  - **Paragraph 2:** Share something you gained from the interview.
  - **Paragraph 3:** Thank the individual again and express an interest in working in their field or with the organization in the future.
- **Your Signature:** Always sign your thank you note. Use your first and last name. Avoid initials and make your signature legible. Spell out your full name when you sign in your email.

## SAMPLE THANK YOU NOTE

June 19, 2002

Dear [Ms. Forbes]

Thank you for taking the time to discuss your position and organization with me. It was a pleasure meeting you and seeing your clinic first hand.

The information you shared with me provided a new perspective of the position, a better understanding of the requirements of the job, and increased my interest in [medical assisting.]

Again, thank you for your time. I appreciate the information you shared with me and look forward to the possibility of one day becoming a medical assistant for a facility such as yours.

Sincerely,

*Jill Smith*

Jill Smith