

BENNINGTON

Professional Correspondence Guide

We understand that applying for jobs can be a really stressful experience, especially when you are trying to juggle college work with it. Below are some easy-to-follow stages of the job application process along with sample emails that will make you realise that applying for jobs/ following up with employers is easier than you might think!

Step 1 – Submitted your resume and cover letter to an organization? Great! The next thing you need to do is to send the organization a follow up email:

Follow up email

Following up is crucial to landing interviews and job offers. When you take the initiative to get in touch with an employer, it shows reliability and excitement for the position. It's best to wait a week before following up on an application or job inquiry.

SAMPLE

Dear (Ms./Mr. Last Name),

I am writing to follow up on the email I sent last week inquiring about potential winter internship opportunities with (insert organization name). I am still very interested in speaking with you about the possibilities. Attached, please find my resume for your review. You can reach me by phone at (insert phone number) or email at (insert email address).

Thank you again for your time and consideration, and I hope to speak with you soon.

Sincerely,
Your Name

Step 2 – Already got a call for an interview? Look at you! Once you have impressed them in the interview, it is always nice to write a thank you email afterwards:

Thank You Email (after a job interview)

When following up after a job interview, your goal is to thank the employer for meeting with you and to express your enthusiasm and continued interest in the position. Employers will expect this, and not doing so could cost you a job offer. You should send this promptly (within 24 hours) after each of your interviews. Use the thank you email as a chance to succinctly reiterate your background and qualifications and convey to the employer your appreciation for their time and consideration.

SAMPLE

Dear Ms. Jones,

Thank you for an interesting and informative interview. I learned a great deal about ABC Publishing and am more convinced than ever that my qualifications are a perfect fit for the Student Intern position.

I would like to be part of the ABC team and am confident that my combination of academic achievement and strong interest in children's literature will allow me to make a significant contribution to your department this winter. I also see how essential attention to detail and an understanding of child development will be for this job and this industry. These are areas in which I have excelled, both in college and through my experience volunteering in my public library's summer reading program.

Again, thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Your Name

Step 3 – We know you are sitting at the edge of your seat to hear back! Just give them a call:

Follow up phone call (once you've waited a week to hear back)

It's best to follow up about a position you interview for by phone. Although you may feel shy or nervous to call instead of email, phone contact is by far the most effective way to hold the employer's attention and show initiative. Always ask to speak with the person you interviewed with and then ask that person if it is a good time to check in. It's important to maintain a professional and gracious demeanor. A sample opening statement might be:

Hi, this is (Your Name). I'm calling to follow up on our interview last week regarding the (insert position title) position. I imagine that you are still in your consideration process, but I wanted to reach out personally to reiterate my strong interest in the position.

Step 4 – We knew it! Congrats on getting the job offer! But be sure to formally accept the offer:

Acceptance email

The acceptance email is sent to formally accept a position and clarify important information to avoid misunderstanding. In this email, you should restate what you understand to be the terms of employment, including your job title, description, starting date, hours, and compensation (if offered). Additionally, you should seek to build a relationship through this email, expressing your appreciation and eagerness to join the organization.

SAMPLE

Dear Ms. Jones:

I was delighted to accept your offer of the Student Intern position over the phone yesterday. Just to clarify the details we discussed, I understand that I will be starting at 9:00 AM on January 2 and will work 9:00 – 4:00 daily, with an hour lunch. My final day at ABC Publishing will be February 16, 2018 and I will be paid a stipend of \$1,000 for the term.

As I mentioned during our conversation, I am required to complete a minimum of 210 hours during this time to fulfill my Field Work Term requirement at Bennington College. You will be receiving an email from the Field Work Term & Career Development Office that will provide information about Field Work Term and confirm that they have registered me to work with you. Once the term begins they will send you an online evaluation form to complete and submit by February 23, 2018 in order for me to fulfill my requirement.

I would like to reiterate how excited I am to have this opportunity and am certain I will learn a great deal. Please contact me if you require further information. You may also contact the Field Work Term & Career Development Office of Bennington College at 802-440-4321 if you have additional questions about their requirements. I look forward to working with you this winter.

Sincerely,

Your Name

Step 5 – Got another job offer? Don't forget to send a withdrawal email to the organization:

Decline/Withdrawal Email

While you should never withdraw an acceptance of an offer just because something else came in, you can decline if you receive multiple offers before making a final choice. It is critical to let an employer know if you decide to decline their offer. Remember, the world is small and you may end up in the same professional circle as that employer. Maintain a positive professional reputation by sending an email politely withdrawing your application. This allows the employer to continue their search and demonstrates a respect for their time. Additionally, it indicates your appreciation for their consideration even though you are unable to take advantage of the opportunity now.

SAMPLE

Dear Ms. Smith,

I am writing to inform you that I will need to withdraw myself from consideration for the position of Editorial Intern, Children's Department. I received an offer for a different Field Work Term position that will allow me to pursue my priority goals. After much deliberation, I have decided to accept that offer. I appreciate the consideration you have already given my application, and hope to have the opportunity to work with XYZ Press in the future.

Sincerely,

Your Name