

# Job Search Letters

## Introduction

Most job hunters are intimidated by the thought of writing a job search letter. They are hard to write, take brain power and a lot of time. However, if you are sincere about getting a job, you must develop strong letter-writing skills.

You will gain the attention of employers if you take time to compose and produce professional letters for requesting information or application material, introducing your resume, accompanying your application, showing appreciation, or following your interview.

## Before You Begin To Write

Effective letters are part of a larger career planning and job search process. Ideally, your letters should flow from and be linked to the following tasks:

- ✓ Assessing your abilities, skills, knowledge, interests, preferences, values, and motivations;
- ✓ Researching and evaluating occupations, jobs and employers;
- ✓ Defining your work objectives and career goals;
- ✓ Writing a professional resume;
- ✓ Planning and implementing your job search;
- ✓ Interviewing for job opportunities;
- ✓ Choosing appropriate work

If you are struggling unduly with your written communications, perhaps you need to do more foundational work in clarifying your career direction and assessing your value to employers.

## Writing Style

To create a positive impact, analyze your “audience.” Put yourself in the employer’s situation in order to understand his or her needs. After such analysis, you can then compose your letters to show how your background and talents meet the reader’s needs, convince him/her of your value as a prospective employee, and persuade him/her to take action in your favor. Ask yourself:

- Whom do you picture reading your letter?
- Which qualities do you want to emphasize in your letter?
- Why will your letter be interesting and important to the reader?
- What benefits do you bring to the reader’s organization?
- What special skills or talents set you apart from the competition?
- Why do you think your skills will help you fit into the organization?
- How are previous experiences similar to those you now seek? If the experiences are different, what skills are the same and transferable to this position?
- What do you like about the organization to which you are applying?

## Types of Letters

Communications skills are among the most important skills you bring to your career, and your job search letters may be the first sample employers have of your competency in

- |               |              |
|---------------|--------------|
| • Application | • Thank-You  |
| • Request     | • Acceptance |
| • Prospecting | • Withdrawal |
| • Networking  | • Rejection  |

this area. There are several basic letters you will probably use during your job search: This publication provides a definition and an example of each type.

**Application Letter or Cover Letter:** Use this type of letter in response to a job advertisement. State immediately the position for which you wish to be considered and why you are the best candidate for the position. Study the job description carefully and determine your qualifications (e.g., knowledge, skills, achievements, and/or experiences) which fit the position. Relate your past performance and experience to the major responsibilities of the job.

**Letter Requesting Information or Materials:** Use this letter when you want information from an employer. When you first learn about a prospective employer, you may want to write a letter requesting an annual report, a brochure on career opportunities, application forms, or other information that will help you decide if this is an employer you want to pursue. You should not send a resume with the letter of inquiry, but you can take this opportunity to provide information about yourself and how it relates to the materials you requested, how you learned about the employer, and your reasons for exploring career opportunities with the employer.

**Prospecting Letter:** The purpose of this letter is to prospect or investigate possible vacancies in your field. Prospecting letters are helpful when conducting long-distance searches.

Target specific individuals in specific organizations. Structure this letter similarly to the application letter, but instead of using vacancy information, focus on broader occupational and organizational dimensions to describe how your qualifications match the

work environment.

**Networking Letter:** This letter is designed to generate *information* interviews (not *job* interviews) which allow you to meet individuals who can give you specific information about your intended career. Your reasons for seeking an information interview may vary, but your reasons for wanting to meet with a contact person must be genuine and sincere. Information interviewing, or “networking,” is a viable way to define (or refine) career goals, conduct job market research, and uncover vacancy information in an industry or geographical region. Normally, a resume is not attached to a networking letter, but it may be presented during the information interview to help the interviewer address your questions.

**Thank-You Letter:** This letter is used to establish goodwill, express appreciation, and strengthen your candidacy. The basic rule of thumb is that everyone who helps you in any way gets a thank-you letter. As a follow-up to an interview, the thank-you letter should:

- Be sent within 24 hours of the interview
- Express your appreciation for the interview
- Re-emphasize your strongest qualifications
- Mention key points discussed during the interview
- Reiterate your continued interest in the possibility of employment
- Draw attention to the good match between your qualifications and the job requirements

Send thank-you letters to each of your contacts who grant you information interviews and people who provide references for you.

**Acceptance Letter:** Use this letter to accept a job offer, confirm the terms of your employment (salary, starting date, medical ex-

aminations, etc.) and positively reinforce the employer's decision to hire you. Most often an acceptance letter follows a telephone conversation during which the details of the offer and the terms of employment are discussed.

**Withdrawal Letter:** Once you accept a position, you have an ethical obligation to inform all other employers of your decision and withdraw your employment application from consideration. Your withdrawal letter should express appreciation for the employer's consideration and courtesy. It is appropriate to state that your decision to go with another organization was based on having better "person-to-job match" for this stage in your career. Do not say that you obtained a better job!

**Rejection Letter:** Employers aren't the only ones to send rejection letters. Candidates may have to decline employment offers that do not fit their career objectives and interests. Rejecting an employment offer should be done thoughtfully. Indicate that you have carefully considered the offer and have decided not to accept it. Thank the employer for the offer and for considering you as a candidate.

### Guidelines for Writing Letters

You must promote your candidacy and communicate your value to an employer in a letter which is concise, understandable, and positive in tone. In addition, the letter should reflect your knowledge of sound writing practices. The following guidelines should help you achieve these goals:

1. Do your homework! Before writing, research the field, position, or employer.
2. Know your abilities, how your qualifications relate to the position's requirements, and why you want to work for the employer.
3. Design your letters to be work and employer-centered, not self-centered. Your letters are marketing tools that should address the needs of the employer and evoke a desire to learn more about you. Be sure to emphasize what you can do for the employer, not what you think they can offer you.
4. Write the letter yourself. Begin with an outline to originate ideas.
5. Address your letters to a specific individual with his or her correct title and address.
6. Use high quality stationery and envelopes, preferably 20-pound bond paper in white or cream. Type each letter on 8 1/2" by 11" paper.
7. Keep the letter to one page. Eliminate extraneous words and avoid rehashing material from your resume.
8. Check spelling, punctuation, and paragraph division. Produce error-free, clean copy. The letter reflects your level of neatness and attention to detail.
9. Tailor your letters for each situation. Generic, mass-produced letters are ineffective.
10. Show appreciation to the employer for considering your application or granting you an interview.
11. Always keep your reader in mind. Keep your letter easy to read and attractive.
12. Be timely. Demonstrate that you know how to do business for yourself and by implication, for others.
13. Be honest. Always be able to back up your claims with evidence and specific examples from your experiences.
14. Keep your letters warm and personal, but professional. They are formal documents.
15. Be positive in content, tone, word choice and expectations. Show that you are an optimistic, responsible, and productive person.

## Standard Parts of a Business Letter

- The full-block format is the simplest format to remember because it eliminates the need to tab and center. Every line begins at the left margin.
- Because the appearance of your letter is important, do not skimp on stationery. Use high-quality 20-pound bond, 8 1/2-by-11-inch stationery, with a minimum fiber content of 25 percent. White or ivory paper is professional.
- Balance your letter on the page with uniform margins (one inch is standard).
- Avoid hyphenating at the end of a line.
- If your letter extends to more than one page, begin the second page with a notation identifying you, the date, and the page number (ex. Ms. Amanda Smith, May 10, 20xx, page 2)

**Heading:** If your stationery has a letterhead, place the date two lines below the letterhead on the left margin. On blank stationery, include your address and the date, but not your name.

**Inside Address:** Depending on the letter's length, place the inside address two to six spaces below the date line. If your letter fills the page, use two spaces; if it is short, use six spaces. The address should include the reader's name, title, and address. Include a traditional courtesy title, such as *Mr.*, *Ms.*, *Dr.*, etc. Although some women prefer the traditional titles, *Mrs.* or *Miss*, it's more common to use *Ms.* because the title does not indicate a marital status.

**Salutation:** The salutation which is a greeting to the reader is placed on the second line below the inside address. Begin your salutation with *Dear* and end it with a colon. To Whom It May Concern is vague and impersonal. Find out the name to whom you should address your letter.

**Body Paragraphs:** Begin your letter on the second line below the salutation. Use single spacing within paragraphs and double spacing between paragraphs.

**Complimentary Closing:** Place the complimentary closing on the second line below the last line of the final paragraph. Position the closing flush with the left margin. The following standard closings are ranked in decreasing order of formality: *Respectfully*, *Cordially yours*, *Sincerely*, *Cordially*, *Best wishes*, *Warmest regards*, *Regards*, *Best*.

**Signature:** Type your name on the fourth line below and aligned with your complimentary close. Sign your name in the triple space between the two.

**Enclosure Notation:** When other documents accompany your letter, add an enclosure notation on the second line after your typed name.

## Standard Parts of a Business Letter (full block format)

Heading  
(your address)

Street Address  
City, ST Zip Code

Date Line

Date

Inside Address

Name of person to whom you are writing the letter  
Person's Title  
Organization  
Street Address  
City, ST Zip Code

Salutation

Dear (Mr. or Ms.) \_\_\_\_\_:

Body

**Opening Paragraph:** Start with an interesting opening that tells the reader why you are writing and cites one or two qualifications directly related to the qualities sought by the organization. What do you have that the employer wants?

**Body Paragraph:** Provide tangible evidence of how your academic background, skills, experience, or achievements can fulfill the employer's needs. Refer the reader to the enclosed resume or application form which provides details about your education, skills, experiences, and achievements. Mention that your references are available and can provide additional information supporting your background, academic interests, and qualifications.

**Concluding Paragraph:** Show appreciation and make a statement about the specific action that you or the reader will take. Include a reminder about where you can be reached.

Complimentary  
Close

Sincerely,

Handwritten  
Signature

(Sign your name)

Typed Signature

Type your name

Enclosure Line

Enclosure: Resume

## Sending E-mail Cover Letters

Sending your cover letter and resume via e-mail can be a convenient way to apply for a job. However, you need to take some precautions to make sure that your message avoids the “delete” key.

**Be professional.** Because most college students text and e-mail to communicate with family and friends, they may have a tendency to write e-mail cover letters in the same informal style. Though you might not go as far as using creative spelling such as “FYI” or emoticons such as ☺, keep your e-mail cover letter as professional as your paper document.

**Use standard business-letter format.** The format for an e-mail cover letter is basically the same as a printed one with a few minor changes. Start with the salutation line (Dear Mr. Employer) and end with the enclosure line. You do not need to include a scanned handwritten signature, but be sure to include your return address information after your typed name in case the employer wants to contact you. Use full block format with everything beginning flush left.

**Include the position title in the subject line.** Make sure you include the position for which you are applying in the subject line so the employer does not have to guess why he/she is getting the e-mail message.

**Keep it short and sweet.** The body of your e-mail cover letter does not need to be identical to a printed cover letter. Employers are less likely to read a long e-mail than they are to read a long printed letter so an e-mail cover letter needs to be short, sweet, and to the point. Otherwise, the reader just hits the delete key. As with a printed letter, you should provide tangible evidence of how your academic background, skills, experiences, or achievements can fit the employer’s needs.

**Find out how to include your resume.** If the employer asks you to send it as an attachment, send your resume as a PDF or a Word document. However, many employers block attachments. In these cases, paste your resume into your e-mail message following your cover letter.

**Use plain styling (ASCII text).** Before cutting and pasting your cover letter or resume into the message section, save the documents as plain or ASCII text. Don’t use bullets, underlining, bold, or italic characters; they will not show up correctly when you paste them from a word processing document. Replace them with ASCII-friendly ones, such as dashes (-) or asterisks (\*). Avoid using columns of information in your e-mail document.

**Check your line length.** Make sure your e-mail software automatically does word wrap so your letter is not received fragmented or spread unevenly over multiple lines.

**Proofread before hitting the “send” button.** Spelling, grammar, and punctuation are just as important in an e-mail cover letter as in a paper cover letter, so PROOFREAD, PROOFREAD, PROOFREAD!

**Try a test run.** Before sending your message and an attachment to the employer, send it to a friend to make sure everything is received in the format that you want it to be received.

## Content and Format of an Application Letter

Your Street Address  
City, ST Zip Code

Date

Individual's name  
Title  
Organization  
Street Address  
City, State Zip Code

Dear (Mr., Mrs.,) \_\_\_\_\_:

**1st Paragraph:** Tell the reader why you are writing the letter (applying to an existing opening, inquiring about available positions, or someone referred you). Name the position for which you are applying and tell why you are particularly interested in it. Indicate how you learned of the opening or organization. Engage the reader's interest by spotlighting one or two qualifications you have that directly relate to the qualities the organization seeks. What do you have that the employer wants?

**2nd Paragraph:** Demonstrate your ability to understand the position responsibilities by providing tangible evidence of how your academic background, skills, experience, or achievements can fulfill the employer's needs. If you have some practical work or internship experience, cite specific examples of accomplishments or unique responsibilities that relate to the position. Do not restate entire sections of your resume.

**3rd Paragraph:** Refer the reader to the enclosed resume or application form which provides details about your education, skills, experiences, and achievements. Mention that your references are available and can provide additional information supporting your background, academic interests, and qualifications.

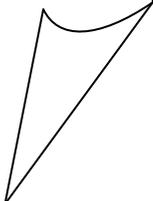
**4th Paragraph:** Indicate your desire for an interview. Include a phone number or e-mail address and the hours when you can be reached. Close your letter with a statement or question that makes a specific action from the reader likely. Or take the initiative and suggest that you will follow up by calling on a specific date to see if an interview is possible.

Sincerely,

*(Your handwritten signature)*

Type your name

Enclosure



## Sample Application Letter (full block format)

234 Main Street  
Clarion, PA 16214

March 15, 20xx

Ms. Diane C. Mainframe  
Manager of Human Resources  
XYZ Industries, Inc.  
2900 Beach Boulevard  
Virginia Beach, VA 23456

Dear Ms. Mainframe:

During your visit to Clarion University last fall, I had the pleasure of hearing you address the Association for Computing Machinery. Dr. Smith, the organization's advisor, mentioned that your company has an systems analyst opening and suggested that I contact you.

Your position appeals to me because it requires experience in computer systems, financial applications software, and end-user consulting. With a major in Computer Information Systems, I have training on mainframe minicomputers and microcomputers as well as a variety of software programs and applications. My student assistant position in the university's Center for Computing Services gave me valuable exposure to complex computer operations. In addition, I worked as an intern in computing operations for a large bank where I gained knowledge of financial systems. My enclosed resume provides more details on my qualifications.

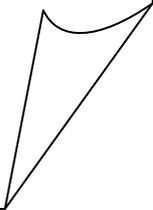
My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for XYZ Industries. Your firm has an excellent reputation and comes highly recommended to me.

The attached resume summarizes my education and experiences. Please consider my request for a personal interview so we can discuss my qualifications as they relate to this opportunity. I will call you next week to see if a meeting can be arranged. If you need to reach me before then, please contact me at 814-229-1234 (cell) or s\_lismith@clarion.edu . I will return your return your call.

Thank you for your consideration. I look forward to talking with you.

Sincerely,

*Lisa Smith*



## Sample Application Letter (full block format)

100 Nair Hall  
Clarion University  
Clarion, PA 16214

September 13, 20xx

Mr. Lawrence Jones  
Director of Personnel  
Baltimore City Schools  
123 Harbor Street  
Baltimore, MD 21202

Dear Mr. Jones:

I am applying for the elementary teaching position in grade five which was recently announced on the online jobs database through Clarion University's Career Services Center. The position seems to fit very well with my education, experience and career interests.

According to your announcement, the position requires an individual with elementary certification, interest in working in an urban setting, and football coaching experience. I would like to be considered for the position and feel qualified for several reasons. These highlights may interest you:

- Completed a student teaching experience with grade four at Northview Heights Elementary School of Pittsburgh Public Schools
- Volunteered as a "Big Brother" to two African American children, ages 8 and 10, for two summers
- Participated in a one-week field visit to urban schools as part of a Multicultural Education course
- Played varsity football for four years at Clarion University, serving as team captain my senior year
- Completed an Athletic Coaching Program (15 credits)

The enclosed application materials summarize my education and experiences. I would welcome a personal interview so we could discuss my qualifications as they relate to the position. If you need to reach me, please call my cell phone at 814-229-1234. If I am not in, leave a message and I will return your call.

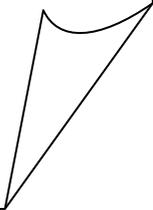
Thank you for your interest in my candidacy. I look forward to talking with you.

Sincerely,

*Robert B. Smith*

Robert B. Smith

Enclosures



## Sample Application Letter (full block format)

318 Givan Hall  
Clarion University  
Clarion, PA 16214

September 13, 20xx

Mr. John D. Labb, Employment Administrator  
Consumer Products Company  
1234 Hill Road  
Fort Washington, PA 19034

Dear Mr. Labb:

I am applying for the analytical chemist position which was advertised in the August issue of the American Chemical Society newsletter. I want to work in research and development and would like to relocate to the Philadelphia area.

Currently I am attending Clarion University of Pennsylvania and will graduate in May with a Bachelor of Science Degree in Chemistry. My strong academic background in chemistry, including an independent research project, has familiarized me with the wide variety of analytical instruments listed on my enclosed resume.

During the summer after my junior year, I had the opportunity to work as a technician in an analytical chemistry laboratory at T.J. Lipton, Inc. I also gained experience in quality control and research and development. My responsibilities included analyzing a variety of Lipton products, more specifically:

- Obtaining samples
- Preparing the samples for analysis
- Performing the analyses using such instrumentation as high performance liquid chromatography, gas chromatography, and infrared spectroscopy

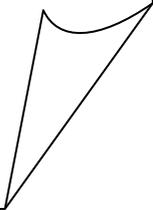
I would appreciate your time in reviewing my enclosed resume and would welcome an opportunity to meet with you for a personal interview. I will contact your office in the next few weeks to arrange a convenient date to discuss my qualifications.

Sincerely,

*Sarah A. Smith*

Sarah A. Smith

Enclosure



## Sample E-mail Cover Letter (full block format)

**To:**

**Cc:**

**Bcc:**

**Enter Subject:**

**Attachments:**

**Enter Message:**

Dear Mr. Labb:

I am applying for the analytical chemist position which was advertised in the August issue of the American Chemical Society newsletter. Please consider this e-mail and the attached resume as my formal application. I want to work in research and development and would like to relocate to the Philadelphia area.

Currently I am attending Clarion University of Pennsylvania and will graduate in May with a Bachelor of Science Degree in Chemistry. My strong academic background in chemistry, including an independent research project, has familiarized me with the wide variety of analytical instruments listed on my enclosed resume.

During the summer after my junior year, I had the opportunity to work as a technician in an analytical chemistry laboratory at T.J. Lipton, Inc. I also gained experience in quality control and research and development. My responsibilities included analyzing a variety of Lipton products, more specifically:

- \* Obtaining samples
- \* Preparing the samples for analysis
- \* Performing the analyses using such instrumentation as high performance liquid chromatography, gas chromatography, and infrared spectroscopy

I would appreciate your time in reviewing my attached resume and would welcome an opportunity to meet with you for a personal interview. I will contact your office in the next few weeks to arrange a convenient date to discuss my qualifications.

Sincerely,

Sarah A. Smith  
318 Givan Hall  
Clarion University  
Clarion, PA 16214  
s\_sasmith@clarion.edu  
814-123-1234 (cell)

Attachment: Resume

## Sample Prospecting Letter (full block format)

333 Main Street  
Clarion, PA 16214

September 13, 20xx

Mr. Roberta Smith  
Director of Public Relations  
XYZ Medical Products  
555 Grant Street  
Pittsburgh, PA 15222

Dear Ms. Smith:

In the Pittsburgh Business Times, I have read articles announcing several new products that have contributed to the expansion of your facilities. My research indicates that your company is expanding rapidly because XYZ Medical Products produces outstanding products and supplies excellent services to your customers. I want to work in sales and would like to be a part of your exciting organization.

These highlights of my qualifications may interest you:

- Maintained a 3.8 overall QPA while completing degrees in both Marketing and Biology
- Completed a summer internship in the Public Relations Department of Allegheny General Hospital
- Worked as a salesperson at The Gap for three summers and holiday breaks; was named top salesperson for the Clarion Call (campus newspaper) for two semesters
- Developed excellent interpersonal and communication skills while serving as chairperson of the Programming Committee of the American Marketing Association (Clarion University chapter)

Enclosed is my resume for your review. I would like to talk with you about a sales career with XYZ Medical Products and will be in Pittsburgh during the week of November 20th. Please call me at 814-229-1234 (cell) and let me know what day would be most convenient for you.

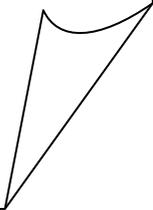
Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

*John C. Doe*

John C. Doe

Enclosure



## Sample Letter Requesting Information/Application (full block format)

317 North Fifth Street  
Clarion, PA 16214

September 13, 20xx

Dr. Sandra Blend, Superintendent  
Richmond Valley School District  
P.O. Box 1234  
Richmond, VA 23001

Dear Dr. Blend:

I noticed your school's listing in the AAEE Directory of Public School Systems. I am interested in moving to the Richmond Area, and I am seeking employment with school systems there. I hope you can assist me.

I am especially interested in pursuing special education teaching opportunities with your school district. If no positions are available at this time, I would like to be considered for future openings. Please send me an application packet so I can be properly registered with your office in case a vacancy occurs.

In May I will graduate with a Bachelor of Science Degree in Education and certification in both special education and elementary education. I am currently completing my student teaching at Clarion Area School District where I have the opportunity to work with a primary SED classroom and a secondary EMR/LD classroom.

My educational background and experiences have made me acutely aware of the characteristics and special needs of exceptional students. In addition to my college activities, I have had a number of interesting part-time and summer jobs which demonstrate my early interest in the field.

My resume is enclosed for your review. Additional information about my teaching qualifications can be obtained from my credentials. I will enclose a copy of them when I return the application. After you have had a chance to review my materials, I will call to discuss employment possibilities.

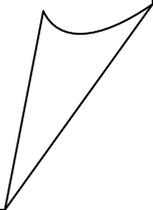
Thank you for your consideration.

Sincerely,

*Jane M. Smith*

Jane M. Smith

Enclosure



## Networking Letter (full block format)

123 Wood Street  
Clarion, PA 16214

March 15, 20xx

Ms. Cynthia S. Doe, Manager  
Jones, Smith and Doe  
Certified Public Accountants  
One Oxford Center  
Pittsburgh, PA 15222

Dear Ms. Doe:

Dr. Charles Smith, a professor in the Department of Accountancy at Clarion University, suggested that I contact you. He thought you would be in an excellent position as an alumnae to assist me with a career decision.

As an accounting student, I am exploring which career path to pursue. Public accounting, management accounting, and IRS work all sound interesting to me at this point, but I want to go into my campus interviews next fall with a clear sense of direction. I would like to get your advice on the long-term career implications of each path as well as a better handle on the day-to-day activities of a CPA.

I will call you next week to see if we can arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely

*Shelly K. Number*

Shelly K. Number

15 Becht Hall  
Clarion University  
Clarion, PA 16214

September 13, 20xx

Ms. Janet Smith  
Director of Social Services  
Children's Hospital  
125 DeSoto Street  
Pittsburgh, PA 15213

Dear Ms. Smith:

I am writing to inform you that I am withdrawing my application for the play therapist position with Children's Hospital. As I indicated in my interview with you, I have been exploring several employment possibilities. This week I was offered a counseling position with a local community agency, and after careful consideration, I decided to accept it. The position provides a very good match for my interests at this point in my career.

I want to thank you for interviewing and considering me for your position. I enjoyed meeting you and learning about the innovative programs you are planning. You have a fine department, and I wish your staff well.

Sincerely,

*Mary Ann Brown*

Mary Ann Brown

### Sample Withdrawal Letter (full block format)

### Sample Rejection Letter (full block format)

15 Becht Hall  
Clarion University  
Clarion, PA 16214

September 16, 20xx

Ms. Janet Smith  
Director of Social Services  
Children's Hospital  
125 DeSoto Street  
Pittsburgh, PA 15213

Dear Ms. Smith:

Thank you for offering me the position in the play therapy program at Children's Hospital. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a fine organization and there are many aspects of the position which are very appealing to me. However, I believe it is in our mutual best interest that I decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time.

Thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your staff.

Sincerely

Mary Ann Brown

Mary Ann Brown

15 Becht Hall  
Clarion University  
Clarion, PA 16214

September 13, 20xx

Ms. Janet Smith  
Director of Social Services  
Children's Hospital  
125 DeSoto Street  
Pittsburgh, PA 15213

Dear Ms. Smith:

I enjoyed meeting with you yesterday to discuss the exciting opportunity in the play therapy program. Children's Hospital has certainly taken the lead in this important area, and I would be pleased to be associated with the program.

Our conversation further convinced me that a good match exists between my background and your expectations for the job. In addition to my degrees in psychology and sociology, I would like to emphasize my experience with the Clarion County Children and Youth Services. It provided me with insight into using art as an effective mode of expression with certain groups of children—a concept I would like to develop further in the program at Children's Hospital.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at (814) 226-1234 if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

*Mary Ann Brown*

Mary Ann Brown

### Sample Thank-You Letter (full block format)

### Sample Acceptance Letter (full block format)

15 Becht Hall  
Clarion University  
Clarion, PA 16214

September 16, 20xx

Ms. Janet Smith  
Director of Social Services  
Children's Hospital  
125 DeSoto Street  
Pittsburgh, PA 15213

Dear Ms. Smith:

I am writing to confirm my acceptance of your employment offer of April 16th and to tell you how delighted I am to be joining Children's Hospital. I feel confident that I can make a significant contribution to the program, and I am grateful for the opportunities you have given me.

As we discussed, I will report to work at 8 a.m. on September 19th and will have completed the medical examination and drug testing by the start date. Additionally, I will complete all employment and insurance forms for the new employee orientation on September 22nd.

I look forward to meeting the challenges of the position. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely

Mary Ann Brown

Mary Ann Brown