

TEMPLATES OF ON-GOING CORRESPONDENCE

FOLLOW-UP (after submitting an application)

Contacts Name
Contacts Organization

Dear Courtesy Title. Last Name,

In the first paragraph, state that you are following up. Discuss something that is new or something that is very specific and will be interesting to the potential employer such as an award you were given, a presentation that you received great feedback on or a freelance opportunity you have been offered. Address what you did to get that and make a correlation on how those skills and that hard work will benefit their organization. Let them know that you will be committed to working just as hard for them.

Since you are following up to an earlier application, you may want to attach your résumé again along with samples of your work for their convenience (and tell them that). You may also refer them to your online portfolio. Add some type of action about the opportunity for an interview or to meet with them. Thank them for their time.

Enclosure,

First and Last Name
Email Address
Phone Number

THANK YOU (post interview, or after any face-to-face time)

Contacts Name
Contacts Organization

Dear Courtesy Title. Last Name,

Thank them for the opportunity to meet with them. Talk about how and why the discussion has increased your interest in the position. Mention specific items that you talked about, and even include something personal (if it seems appropriate).

Thank them for their time and consideration. Let them know you look forward to future correspondence.

Enclosure,

First and Last Name
Online Portfolio Link
Email Address
Phone Number

LETTER OF ACCEPTANCE

Contacts Name

Contacts Organization

Dear Courtesy Title. Last Name,

Thank them for the position and state that you gladly accept.

Let them know you appreciate their confidence in your ability to perform the tasks needed. Let them know that you look forward to your next meeting to discuss details (such as a schedule and the Internship Authorization Form).

Enclosure,

First and Last Name

Online Portfolio Link

Email Address

Phone Number

THANK YOU BUT DECLINE

Contacts Name

Contacts Organization

Dear Courtesy Title. Last Name,

State that you appreciate the time they took to inform you about the position and the organization. Thank them for extending the offer to you. Include a line about why you would like to decline (such as you would like to find a position that is more in line with your career objectives).

Thank them for any help or information they have provided to you during the process. Also thank them for their time and consideration.

Enclosure,

First and Last Name

Online Portfolio Link

Email Address

Phone Number