

Additional Employment Communication

The job hunting process does not end with the initial mailing and first interview. A long series of written or verbal communication is only beginning for you. After the initial contact, you must pay close attention to follow-up correspondence. The follow-up correspondence can be very time consuming, but this can be avoided somewhat by planning ahead. Draft several "semi-form" letters to meet the needs of different situations. Always modify the letters to fit the individual employers circumstances, but the basic construction of the letter may vary only slightly.

I mentioned both written and verbal communication. The following pages are examples of different types of letters you may want to use as guidelines. **(NEVER COPY A LETTER WORD-FOR-WORD!)** Remember, written correspondence is only one form of follow-up; you may want to follow-up with a telephone call. Persistence pays off!

- * **The importance of proper communication can never be overemphasized along with the importance of time. Letters should be sent out immediately after an interview.**

Sample Appointment Confirmation

123 Main Street
Ada, Ohio 45810

September 27, 2001

John B. White
Dykema Gossett
400 Renaissance Center
Detroit, MI 48243

Dear Mr. White:

I enjoyed our phone conversation today and look forward to meeting you for breakfast on the 10th. I will see you at the Harvest restaurant at 7:00 a.m.

Very truly yours,

(Signature)

Susan Jones

Sample Appointment Confirmation

123 Main Street
Ada, Ohio 45810

September 27, 2001

Jane E. Smith
Krembals, Foster & Millard
50 W. Broad Street
Columbus, OH 43215

Dear Ms. Smith:

Thank you for selecting me as a candidate for an associate position with Krembals, Foster & Millard. I appreciate the opportunity to meet with you, and I look forward to learning more about your firm. I will be at your office at 9:00 a.m. on the 10th.

Sincerely,

(Signature)

John Smith

Sample Keeping In Touch Letter

123 Main Street
Ada, Ohio 45810

October 26, 2001

Susan B. Miller
Proctor & Gamble Co.
11511 Reed Hartman Highway
Cincinnati, Ohio 45241

Dear Ms. Miller:

In our last conversation you asked me to call you on or about October 15. I am not having much luck calling you when you are available. Therefore, I thought I would drop you a note to let you know that I am still very much interested in pursuing an associate position with Proctor & Gamble.

Also, I have recently revised my resume and am enclosing a copy for your review. This discusses some of the research that I am currently working on with one of the contract professors here at Ohio Northern.

I am looking forward to hearing from you in the near future. I may be reached at (419)456-7890. In the case that I am not at home, please feel free to leave a message on my answering machine.

Thank you for your consideration.

Very truly yours,

(Signature)

John Smith

Enclosure

Sample Follow Up Letter To An Interview

123 Main Street
Ada, Ohio 45810

November 5, 2001

James B. Smith
Thorp, Reed & Armstrong
One Riverfront Center
Pittsburgh, PA 15222

Dear Mr. Smith:

Thank you for taking time from your busy schedule to meet with me on Monday regarding employment opportunities with your firm. I especially appreciated our discussion of the legal job market in your area and the chance to talk with an attorney who is active in the environmental law area. Meeting with other members of Thorp, Reed & Armstrong reinforced my hope to be asked to join your firm upon my graduation from Ohio Northern University College of Law in May, 2002

As per your request, I have enclosed a transcript and writing sample for your review. In addition to the references listed on my resume, Professor John Evans (419-123-4567), professor of Environmental Law, has indicated to me that he would like to serve as a reference.

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

Sincerely,

(Signature)

Mary A. Smith

Enclosures

Sample Follow Up Letter To Helpful Alum

123 Main Street
Ada, Ohio 45810

October 12, 2001

Name
Title
Firm
Address
City, State Zip

Dear Mr./Ms. Last Name:

Thank you for the time you spent with me at lunch on October 5. I am working on the many suggestions and ideas you raised during our conversation. I will keep you posted on my progress in this job search.

I have put together the enclosed resume which highlights my work experience and educational background. Should you be notified that any of your colleagues are looking for an associate, I would appreciate your sending them a copy of my resume.

Any additional advice that you can give me at this time would be greatly appreciated. Thanks again for your help.

Sincerely,

(Signature)

Your Name

Sample Follow Up Letter To Helpful Alum

123 Main Street
Ada, Ohio 45810

October 12, 2001

Name
Title
Firm
Address
City, State Zip

Dear Mr./Ms. Last Name:

Just a note of appreciation for the time you spent with me yesterday. Your insights into the legal job market in your area were helpful. Per your suggestion, I have included three resumes. Please let me know if you need more!

I will give you a follow-up call in a few weeks. Thanks again for your interest.

Sincerely,

(Signature)

Your Name

Enclosures

Sample letter with similar experience

Robert James Cackleburn, Esq.
1222 Eureka Place

Washington, DC 20036

March 1, 2001

Mr. Roger Beckton
Manager, Human Resources Atlantic Richfield Company
P.O. Box 77756
Los Angeles, California 90071

Dear Mr. Beckton:

It was a pleasure meeting with you last week. I enjoyed learning more about your company's legal department.

I feel my environmental legal experience at Arnold & Porter is similar to your environmental practice in-house. I would be interested in discussing the job position further with you. I will be in Los Angeles, again, in three weeks and would be pleased to extend my trip to meet with you and your company staff.

As we discussed, I will send two writing samples to your attention later this week. I look forward to hearing from you.

Please contact me if you need further information. Thank you for your consideration.

Sincerely,

(Signature)

Robert James Cackleburn

RJC/xx

Additional Miscellaneous Letters

Tanya Rappaport
193 Manhole Avenue, Apt. No. 4
San Francisco, California 94104

June 24, 2001

Theodore Cranston, Esq.
Wells Fargo Bank, N.A.
111 Sutter Street, 20th Floor
San Francisco, California 94163

Dear Ted:

It was a pleasure meeting with you and Walter Rauscher yesterday. I enjoyed learning more about your real estate finance practice. Even though most of my legal experience has been in the real estate development area, I am interested in your bank's finance practice. I welcome the opportunity to learn more about your practice needs.

I am sorry that Dexter Swenson was unable to join us at lunch. I hope that I will be able to meet him in the near future.

Please contact me if you need further information. Thank you for your consideration.

Sincerely,

(Signature)

Tanya Rappaport

TR/cv

Samuel R. Prestone
3221 Cadillac Avenue
Chicago, Illinois 60605

April 19,2001

Franklin Popover, Esq.
Sonnenschein, Nath & Rosenthal
Suite 8888, Sears Tower 233 South Wacker Drive
Chicago, Illinois 60606

Dear Frank:

Thank you so much for introducing me to your Litigation department. Meeting your Litigation partners and associates provided me with ample opportunity to realize the depth of experience your firm possesses.

In particular, I enjoyed meeting Craig Courtwright and Prescilla Easterbrook over lunch. Their vast trial experience was very impressive.

Needless to say, I am genuinely interested in your firm and your litigation department. I would welcome the opportunity to join your firm.

I look forward to hearing from you. Thank you for your consideration.

Sincerely,

(Signature)

Samuel R. Prestone

SRP/mm

Sandra Sullivan
333 North Palm Drive, Apt. No. 205
Beverly Hills, California 90210

February 5, 2001

Ursula Rathbone, Esq.
U.S. Attorney's Office
Central District of California
312 North Spring Street
Los Angeles, California 90012

Dear Ursula:

It was a pleasure meeting with you yesterday. I enjoyed learning more about the U.S. Attorney's office.

I am enthusiastic about the prospect of joining the U.S. Attorney's office. I feel it would further enhance my skills as a litigator.

As we discussed, I will send two writing samples to your attention later this week. I look forward to hearing from you.

Please contact me if you need further information. Thank you for your consideration.

Sincerely,

(Signature)

Sandra Sullivan

SS/me

Sandra Sullivan
1759 Whaler Road
New Haven, Connecticut 06509

February 20, 2001

The Honorable Robert Smith, Associate Judge
United States District Court
for the Central District of California
312 North Spring Street
Los Angeles, California 90012

Dear Judge Smith:

It was a pleasure meeting with you last week. I enjoyed learning more about the way the Court works and specifically about the duties of a Law Clerk.

I am very interested in the position of Law Clerk for the 2001-02 term. I am pleased that you enjoyed my article, "The Constitutional Rights of the Homeless" and that you have expressed an interest in reading other articles I have written. Enclosed is an article I wrote recently, "The Constitutional Rights of Refugees Seeking Political Asylum."

Please contact me if you need further information. I am prepared to make myself available for further interviews. I look forward to hearing from you.

Sincerely,

(Signature)

Sandra Sullivan

SS/me

Enclosure

Sample Response Letter To A Rejection

123 Main Street
Ada, Ohio 45810

November 5, 2000

Jeffrey C. Russ
Baker & Hosteltler
123 Elm Street
Columbus, Ohio 43210

Dear Mr. Russ:

Needless to say, I was disappointed to learn that you have chosen someone else to fill your position for a new associate. I felt that your firm's needs and my background very closely paralleled, and that I possess the drive and personality to work with you in building the firm.

If something changes, please do not hesitate to call me. I know that I can meet the high standards which you are striving to achieve. I was very excited and hopeful that I would have the chance to work with you and your partners as a member of the firm.

Please thank Mr. White and Mr. Baker for their time and consideration on my behalf. I know how difficult it is to make a decision such as the one with which you were faced.

Your firm is indeed a highly reputable one. That was obvious from my observations during my interview. I was very impressed with Baker & Hosteltler. I truly enjoyed my visit and appreciate your consideration.

My best regards,

(Signature)

John H. Smith

Sample Stall Letter To An Offer

123 Main Street
Ada, Ohio 45810

November 5, 2000

Thomas A. Russell
Frost & Jacobs
5412 Hillshire Road
Cincinnati, OH 45202

Dear Mr. Russell:

I appreciated your interest in me and your offer of the position of associate with Frost & Jacobs. In view of the fact that I am weighing several considerations at this time, I am not yet prepared to make a final commitment. Understanding that you must make some decisions, too, I will make a final decision by December 1 and will get back to you. Thank you.

Sincerely,

(Signature)

Mary Smith

Sample Reaffirming Interest Letter

123 North Main Street
Ada, Ohio 45810

September 30, 2001

John B. White
Dykema Gossett
400 Renaissance Center
Detroit, MI 48243

Dear Mr. White:

Thank you for arranging a most complete day of interviews for me last week. I hope your associates were as impressed with me as I was with them.

The visit was truly enjoyable and productive for me. I am even more enthused about joining your firm. I have enclosed a copy of a letter of recommendation from one of my professors at Ohio Northern.

I am anxiously waiting for your reply. If you need any additional information, please call me at (419) 772-0000.

Sincerely,

(Signature)

John Jones

Enclosure

Sample Accepting An Offer Letter

123 North Main Street
Ada, Ohio 45810

October 15, 2001

James E. Smith
Krembals, Foster & Millard
50 W. Broad Street
Columbus, OH 43215

Dear Mr. Smith:

Thank you for all of the time you have spent considering me for a position in your firm. I am very appreciative of your efforts in helping me with my decisions.

I wish to accept your offer as a new associate at the starting salary of \$34,000. I wish to report to work as soon after graduation, May 17, as possible. Please let me know when you would like me to begin.

Please advise me if there is any additional information you need or if any other details need to be worked out. I am eagerly preparing for my new assignment and look forward to talking with you soon.

Sincerely,

(Signature)

Charles E. Jones

Sample Letter Declining An Offer

123 North Main Street
Ada, Ohio 45810

October 17, 2001

John B. White
Dykema Gossett
400 Renaissance Center
Detroit, MI 48243

Dear Mr. White:

Thank you for all of the time and effort you have spent considering me for a position with your firm. After weighing all of my options, I regret to say I must decline your offer.

This has been one of the most difficult decisions of my life. I have been quite fortunate in being able to select from several outstanding opportunities. I feel that another opportunity matches my qualifications and interests better at this stage in my career.

Again, thank you for your consideration and kindness. I wish you much success in your recruiting efforts.

Sincerely,

(Signature)

Donald L. Jones