Keep a file for letters/emails/LinkedIn messages sent as reminders for:

- After an interview, use the thank you email to highlight the main skills that will make you a great fit for the company; or a unique interest/topic that was discussed.
- If you are declining an offer, speak to your lead contact over phone before emailing the thank you letter to the company. This will make you appear professional.
- If you are not offered the position/internship, be sure to send a thank you email expressing your appreciation for their time.
- When interviewing with multiple people, be sure to send each interviewer an email expressing your appreciation for their time.
- When sending LinkedIn requests make invitations personalized for each person.
- Send thank you emails within 24 hours of your meeting.
- When sending email correspondence, use an appropriate email address (John@gmail.com instead of partyanimal@gmail.com).
- Always double check correspondence. Misspellings or missed punctuation may give the perception that the work you produce would be careless.
- If you are declining an offer, speak to your lead contact over phone before sending correspondence via e-mail. A phone call shows you are professional and being considerate of their time and effort in recruiting you.
- Always address the person as (Mr., Mrs., Ms., Professor, Doctor).
- Convince the reader of your skills, identify past accomplishments and highlight previous projects (and why you are interested in the position).
- Ask for an interview or an opportunity to meet in person. You can choose to do this by using a block paragraph style or by using bullet points.

**SAMPLE THANK YOU LETTER**

Dear Mr. Blank,

Thank you for taking the time to meet with me this afternoon, it was a pleasure to meet with both you and Andrew. I enjoyed our meeting, which reinforced my interest in being a part of the Search Discovery team.

From our conversation, the internship seems to nicely complement my previous experience in web analytics, research, and consulting. It also would provide a deeper exposure to the company’s goals and strategies, which sets Search Discovery apart from many other companies.

I'm writing to ask if you would be willing to meet for a 30 minute informational interview. I would like to learn about your career path, day to day work, and how you settled on your current role. I can further prepare myself for a job in consulting.

If you are willing, I would be free to meet on Mondays or Wednesdays between 3-4pm. My availability is flexible, so if you would rather we meet at a different time or over the phone, please let me know.

I look forward to hearing from you.

Sincerely,

[Your Name]

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**UNDERGRADUATE CAREER SERVICES: PROFESSIONAL CORRESPONDENCE LETTERS**

**WHAT ARE PROFESSIONAL CORRESPONDENCE LETTERS?**

Whether writing a cover letter, thank you note, or informational interview request, correspondence should always be professional and error free. Correspondence to a potential employer or business contact also needs to be written concisely and respectfully, using proper grammar. Below are key points to remember when drafting professional correspondence.

**KEY POINTS:**

- Do not use text language or shorthand (4 me, U r great, btw).
- Always address the person as (Mr., Mrs., Ms., Professor, Doctor).
- Always double check correspondence. Misspellings or missed punctuation may give the perception that the work you produce would be careless.
- If you are declining an offer, speak to your lead contact over phone before sending correspondence via e-mail. A phone call shows you are professional and being considerate of their time and effort in recruiting you.
- When interviewing with multiple people, be sure to send each interviewer an individualized thank you email and note. If you are not able to obtain every persons’ contact information, send correspondence to your main contact and let them know you were unable to find contact information for the others. You can ask your lead contact to relay the thank you message.
- When sending email correspondence, use an appropriate email address (john@gmail.com instead of partyanimal@gmail.com).
- Send thank you emails within 24 hours of your meeting.
- When sending LinkedIn requests make invitations personalized for each contact.
- If you are not offered the position/internship, be sure to send a thank you email expressing your appreciation for their time.
- After an interview, use the thankyou email to highlight the main skills that will make you a great fit for the company, or a unique interest/topic that was discussed in the interview.
- Additionally, the post-interview thank you email can be used to touch on a question you might have answered poorly during the interview.
- Keep a file for letters/emails/LinkedIn messages sent as reminders for dates of correspondence and what was discussed.
I am applying for the Associate Consultant position at Bain & Company. Currently, I am a senior at the Michael G. Foster School of Business at the University of Washington. Based on my coursework and previous work experience, I believe I would be an excellent fit for Bain’s Associate Consultant position. My strong analytical skills, emphasis on teamwork, and entrepreneurial spirit will help add value to the team. Each of these qualities is reflected in my prior experiences and academic achievements:

- **Analytical Skills:** At Launch Funding Network, I utilized analytical skills in determining the adequacy of business plans for companies across various industries. Through careful consideration of the financial projections and the business model, I prepared reports for CEOs with recommendations on how to proceed with investor funding.

- **Emphasis on Teamwork:** As a member of Alpha Kappa Psi, I regularly work alongside the President and the executive board to constantly improve and execute the successful execution of all chapter initiatives.

- **Entrepreneurial Spirit:** Through my time at Foster, I have consistently sought out opportunities to further develop my own ideas and to challenge my thinking. One example of this can be exemplified by my internship experience at (r)evolution, inc. This experience forced me to constantly go beyond the obvious, but also take the initiative to explore new areas of growth for the company. In developing my entrepreneurial spirit, I have learned the importance of hard work, dedication, and the persistence to think both creatively and analytically in order to achieve superior results.

I have enclosed my resume for your review. I look forward to the opportunity to discuss my background with you further in person. Thank you for your time and consideration.

Sincerely,

Student Name

Enclosed: Resume

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Dear Ms. Blank,

I recently saw the Marketing Coordinator position (requisition #74595) posted on Husky Jobs through the University of Washington. Based on my coursework and previous marketing internship experience and a degree in Marketing from the Michael G. Foster School of Business at the University of Washington.

I have a background with you further in person. Thank you for your time and consideration.

Enclosed: Resume

J&T Pharmaceutical
11 Riker Street
Chicago, IL 60629

Sincerely,

Student Name

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Name
6681 Sueno Drive • Seattle, WA 98102 • (206) 111-1234
student@uw.edu
http://www.linkedin.com/in/studentname

October 28, 2012

J&T Pharmaceutical
11 Riker Street
Chicago, IL 60629

Dear Hiring Manager:

I recently saw the Marketing Coordinator position (requisition #74595) posted on Husky Jobs through the University of Washington. J&T Pharmaceutical is regarded as one of the leading pharmaceutical/software companies, and I have been following your company’s recent investment in this Medical Device. The expansion and growth of your company confirms my interest in joining your organization in the Marketing Coordinator position. I bring an integrative marketing approach gained through previous internship at NP, I had the opportunity to work directly with the VP of Marketing in order to strategize and implement their social media blitz campaign, which included Facebook, Twitter, and LinkedIn. Furthermore, during my internship at NP, I facilitated focus groups, whose information was used for NP’s market strategy forum.

During my senior year, I took particular interest in the pharmaceutical and medical device sector and have recently finished an internship at Northwest Pharmaceutical (NP). During my time at NP, I had the opportunity to work directly with the VP of Marketing in order to strategize and implement their social media blitz campaign, which included Facebook, Twitter, and LinkedIn. Furthermore, during my internship at NP, I facilitated focus groups, whose information was used for NP’s market strategy forum. My internship experience, combined with my marketing degree, provide me a wide range of experiences and knowledge to make an immediate impact within the marketing department at J&T Pharmaceutical.

I recently saw the Marketing Coordinator position (requisition #74595) posted on Husky Jobs through the University of Washington. J&T Pharmaceutical is regarded as one of the leading pharmaceutical/software companies, and I have been following your company’s recent investment in this Medical Device. The expansion and growth of your company confirms my interest in joining your organization in the Marketing Coordinator position. I bring an integrative marketing approach gained through previous internship at NP, I had the opportunity to work directly with the VP of Marketing in order to strategize and implement their social media blitz campaign, which included Facebook, Twitter, and LinkedIn. Furthermore, during my internship at NP, I facilitated focus groups, whose information was used for NP’s market strategy forum. My internship experience, combined with my marketing degree, provide me a wide range of experiences and knowledge to make an immediate impact within the marketing department at J&T Pharmaceutical.

I would be thrilled to become a part of J&T Pharmaceutical’s marketing department and have enclosed my resume for your review. Thank you for your time and consideration and I look forward to the opportunity to speak with you in person. I can be reached at (206) 111-1234.

Sincerely,

Student Name

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Good Afternoon:

Attached please find my resume, which I am sending in response to your advertisement for a summer internship at Blackstone.

I am a junior at the University of Washington, Foster School of Business with a full academic scholarship, a 3.97 GPA and a strong background in finance. I spent the last summer at J.P. Morgan in their global private equity group. I have worked on live deal teams in a variety of industries and am highly proficient in Microsoft Excel. Additionally, I have been trained to value companies through a variety of methods and have achieved Deal Maven certification in applied financial modeling and discounted cash flow analyses.

I believe that my relevant experience, passion for the financial world and proven track record of motivation and success qualifies me for the internship you are seeking to fill. I look forward to hearing from you soon.

Sincerely,

Student Name

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Sample Cover Letter - Email

Attached please find my resume, which I am sending in response to your advertisement for a summer internship at Blackstone.

I am a junior at the University of Washington, Foster School of Business with a full academic scholarship, a 3.97 GPA and a strong background in finance. I spent the last summer at J.P. Morgan in their global private equity group. I have worked on live deal teams in a variety of industries and am highly proficient in Microsoft Excel. Additionally, I have been trained to value companies through a variety of methods and have achieved Deal Maven certification in applied financial modeling and discounted cash flow analyses.

I believe that my relevant experience, passion for the financial world and proven track record of motivation and success qualifies me for the internship you are seeking to fill. I look forward to hearing from you soon.

Sincerely,

Student Name
Additionally, the post-interview thank you email can be used to touch after an interview, use the thank you email to highlight the main skills that. If you are not offered the position/internship, be sure to send a thank you. Send thank you emails within 24 hours of your meeting. When sending email correspondence, use an appropriate email address. Unless told directly by the contact, do not use the contact's first name, always give the perception that the work you produce would be careless. Always double check correspondence. Misspellings or missed punctuation may. Do not use text language or shorthand (4 me, U r great, btw).

Key Points:

- Undergraduate Career Services: Professional Correspondence letters
- Model of a Cover Letter
- Informational Interviews
- What Are Professional Correspondence letters?

SAMPLE THANK YOU LETTER

Dear Mr. Blank,

Thank you for taking the time to meet with me this afternoon, it was a pleasure to meet with both you and Andrew. I enjoyed our meeting, which reinforced my interest in being a part of the Search Discovery team.

Sincerely,

[Your Name]

INFORMATIONAL INTERVIEWS

Informational interviews are an opportunity to learn about an industry or a career by meeting one-on-one with someone in the profession. Because you are a student, there will be many professionals willing to meet with you because they remember what it was like to start creating a professional network or explore career options. It is a powerful opportunity to learn detailed information on a company, possibly visit an organization in person, and create a personal connection with a professional.

Informational interviews have also become a tool in the job/internship search process, as they can help expand your professional network. If a face-to-face meeting is not possible, you can always conduct an informational interview via phone.

Here is a sample request e-mail:

Dear Mr. Blank:

Hello, my name is Jane Smith and I am currently a sophomore at the University of Washington, studying Finance in the Foster School of Business. I received your contact information from [a mutual contact name], who thought you would be a great person to learn more about and discuss the field of consulting.

I'm writing to ask if you would be willing to meet for a 30 minute informational interview. I would like to learn about your career path, day to day work, and how I can further prepare myself for a job in consulting.

If you are willing, I would be free to meet on Mondays or Wednesdays between 12:30 and 4:30 pm. If this is a busy time for you, perhaps we could conduct the informational interview via phone. I realize you have a very demanding schedule, but any information about your career path and industry would be greatly appreciated.

Thank you for your consideration,

[Student Name]

Contact Information

WHAT ARE PROFESSIONAL CORRESPONDENCE LETTERS?