

Sample Employer Communications

Interview Thank You

Date: Today's Date

From: Sample Student [student@mail.missouri.edu]

Subject: Thank you!

To: sample.employer@abccompany.com

Dear _____,

Thank you so much for the opportunity to interview with you yesterday for the Sales Trainee position. I enjoyed meeting you and your staff, and learning more about Davis Enterprises. You have an exciting, sophisticated approach to marketing and I learned a great deal from our conversation.

Davis Enterprises appears to be growing in a direction that matches my career goals. Your organization's emphasis on social media advertising parallels my interests in real time, cutting edge social technology to meet customers where they are. The interview with you and your staff confirmed my initial positive impressions of Davis Enterprises, and I want to reiterate my strong interest in working for you. My prior experience in operating office equipment, in addition to my training in media communication would enable me to progress steadily through your training program and quickly become a productive member of your sales team.

Again, thank you for your consideration. If you need any additional information, please feel free to call me at (444) 222-7777.

Sincerely,
Sample Student

LinkedIn: Connect to New Contact

Hello Ms. _____:

I'm a Communications major at the University of Missouri who is exploring career paths in marketing and social media management. I'm greatly interested in your background and would appreciate your advice on the industry. I hope we can connect and have a follow-up conversation at your convenience. Thank you!

LinkedIn: Message to Contact

Subject: Request for Informational Interview

Dear Mr. _____,

My name is Sample Student and I wanted to thank you so much for connecting with me. I am hoping there would be an opportunity to take 20-30 minutes of your time via phone or Skype to ask some questions about working in career services? I am entering the field as a recent graduate and would appreciate learning from your perspective regarding the industry, what you like best about your job, and any advice you might have for me. Your feedback would be greatly valued, do you have availability next week for a quick conversation?

Thank you in advance for your time!

Sincerely,
Sample Student

Interview Follow-Up

Date: Today's Date

From: Sample Student [student@mail.missouri.edu]

Subject: Assistant Site Manager Position

To: sample.employer@handstohelp.com

Dear Ms. _____,

A few weeks ago, I had the pleasure of interviewing with you and your staff regarding the Assistant Site Manager position with Hands to Help of Columbia. Per your suggestion, I am contacting you to check on the status of the hiring process.

I am still very interested in the position, and would be eager to join your team of incredibly passionate and talented professionals who are dedicating their time to make a better community for our youth here in the Columbia area.

Please feel free to contact me at (555) 555-5555 or student@mail.missouri.edu if you require any further information from me or if you have any updates on the process.

Thank you very much again for your time and consideration.

Cordially,
Sample Student