

RÉSUMÉ AND LETTER WRITING GUIDE



Career Development Office

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WHAT IS THE PURPOSE OF A RÉSUMÉ?

The goal of your résumé is to effectively communicate your qualifications, education, accomplishments in student organizations, and relevant experiences to prospective employers. To prepare a successful résumé, you need to know how to review, summarize, and flawlessly present your experiences and achievements in a brief, concise manner.

Preparing a dynamic résumé can set you on the right path to landing your dream internship or full-time job. The résumé by itself, however, will not get you a job. While there is not one correct way to write or format your résumé, it will either be effective or ineffective at helping you stand out from other candidates to secure an interview. If you are offered an interview, then it has served its purpose.

What is a curriculum vitae? A CV is a summary of your educational background and experiences using multiple pages and more defined sections. In Europe, the Middle East, Africa, or Asia, employers may expect to receive a curriculum vitae.

Résumé Formatting Tips

1. Use capitalization, bolding, and italicizing to emphasize key information on your résumé, and keep this formatting consistent.
2. Use readable and common fonts, and a font size between 10 and 12.
3. Margins should be between 0.5" and 1", and even on each side.
4. Proofread for spelling and grammar errors.
5. Most résumés should be one page in length. Certain industries require more sections; consult a CDO staff member for additional tips.

RÉSUMÉ COMPONENTS

Component	Essentials	Comments
Heading	Include all identifying information: your full name, address (campus, permanent or both), telephone number with area code, and email address.	If you wish to include your LinkedIn URL, or a link to your own website or portfolio, make sure it contains only professional information and images for a positive first impression. Your voicemail message should also be appropriate for a potential employer. Don't answer the phone during a job search unless you are in an appropriate environment.
Education	Name of school, location (city and state), degree received and major(s), graduation date or expected graduation date, or dates of attendance if degree was not completed.	Other optional information may include: minors, concentrations, GPA, relevant coursework, academic honors/awards/scholarships, off-campus study information, etc. Generally, it is not necessary to list your high school diploma under the education category. Exceptions may be for individuals who attended a private school and are seeking a teaching position in the same environment or underclass students seeking summer jobs/internships. In this case, list your education institutions in reverse chronological order.
Experience	Paid and unpaid work qualify as experience. Include the name of the organization, location (city and state), dates of involvement, your title, and two or three action statements describing what you did.	Start with your most recent and work backwards. This category may include your summer jobs, internships, on-campus jobs, and volunteer work. Start each phrase with an action verb (see résumé action verb list on page 3). Avoid using personal pronouns, such as "I," "me," or "my." If you have several experiences related to the position you are seeking, you could create a more tailored category heading. For example, your category heading for a teaching position could be Teaching Experience or Youth-Related Experience.

Leadership Experience	Include the name of the organization, location (city and state), dates of involvement, your title, and two or three action statements describing what you did on campus or in the community.	Include activities and interests that show leadership or initiative that pertain to your career focus. If the organization is politically or religiously affiliated, you need to focus on the accomplishments and skills utilized and not emphasize the cause. If substantial, these experiences may be listed under "Experience."
Summary of Qualifications (Optional)	Here you can include foreign languages, computer skills, office skills, lab techniques, or transferable skills not mentioned elsewhere in your résumé.	Market your uniqueness and valuable transferable skills, and provide specific examples of your abilities for the recruiters. The skills mentioned here can be combined under one heading or listed separately. If applicable, emphasize your level of proficiency.
References	Include the name, title, organization, address, phone number, and email address for each of your references.	Do not waste valuable space on your résumé by including your references, or even the simple line of "References Available Upon Request." Create a separate document, using the same contact header on your résumé. Be sure you have obtained their consent to release each piece of their information. Check out our sample on Page 7.

RÉSUMÉ ACTION WORDS (BY SKILL SET)

Use these verbs to construct intelligent descriptions of your accomplishments.

Communication /People Skills	Creative Skills	Financial & Technical Skills	Helping Skills	Management/ Leadership Skills	Organizational Skills	Experimented Explored Extracted Formulated Gathered Inspected Interviewed Investigated Measured Reviewed Solved Summarized Surveyed Tested
Advertised Clarified Collaborated Composed Consulted Contacted Convinced Corresponded Discussed Drafted Edited Expressed Formulated Influenced Interacted Interpreted Involved Judged Listened Marketed Mediated Presented Publicized Referred Reported Resolved Responded Spoke Translated Wrote	Acted Adapted Composed Created Customized Designed Developed Directed Displayed Drew Entertained Fashioned Formulated Founded Illustrated Initiated Instituted Integrated Invented Modeled Modified Performed Photographed Planned Revised Revitalized Shaped Solved	Administered Adjusted Allocated Analyzed Applied Assembled Assessed Balanced Budgeted Calculated Computed Converted Determined Developed Estimated Forecasted Installed Managed Measured Planned Prepared Programmed Projected Qualified Reconciled Reduced Repaired Researched Solved Validated	Adapted Advocated Aided Answered Assessed Assisted Clarified Coached Collaborated Contributed Counseled Demonstrated Diagnosed Educated Encouraged Ensured Expedited Facilitated Guided Helped Motivated Prevented Provided Referred Represented Resolved Supported Volunteered	Appointed Approved Considered Coordinated Decided Delegated Developed Directed Emphasized Enforced Enhanced Established Executed Generated Improved Increased Initiated Motivated Navigated Oversaw Planned Prioritized Produced Recruited Reviewed Selected Streamlined Strengthened Supervised	Arranged Categorized Charted Classified Coded Collected Compiled Distributed Executed Filed Incorporated Logged Maintained Prepared Processed Registered Reorganized Reserved Scheduled Standardized Updated	Teaching Skills Advised Clarified Coached Critiqued Developed Enabled Encouraged Evaluated Facilitated Focused Guided Individualized Instructed Motivated Trained Tutored
					Research Skills	Analyzed Clarified Collected Compared Conducted Evaluated Examined

SUMMER JOB/INTERNSHIP RÉSUMÉ SAMPLE

JANE DOE

College Address
PO Box 194
Gambier, OH 43022

jane.doe@kenyon.edu
(555) 123-4567

Permanent Address
1 Main Street
Old Westbury, NY 11568

EDUCATION

Kenyon College, Gambier, OH *Bachelor of Arts Candidate*, Expected May 2017

- Major: Psychology, Minor: History
- GPA 3.45/4.00

The Wheatley School, Old Westbury, NY *High School Graduate*, June 2013

EXPERIENCE

Kenyon College, Gambier, OH *Circulation Desk Assistant*, Fall 2013-Present

- Retrieve library materials from shelves to fill requests for Consort/Ohiolink borrowers
- Assist students, faculty, staff and community members with library questions via phone and in person

American Society for the Prevention of Cruelty to Animals, New York, NY *Intern*, Summer 2014

- Developed press releases to inform media outlets about upcoming donation drives
- Conducted media research and managed Excel list of media outlets
- Observed and contributed to message development meetings

Camp West, Old Westbury, NY *Camp Counselor*, Summer 2012 and Summer 2013

- Oversaw the care and management of a cabin of six females, ages 8-10
- Organized camp-wide educational and social team-building events for the campers
- Motivated campers to practice athletic skills and enter camp competitions
- Earned award for most spirited cabin clan in August 2013

LEADERSHIP AND VOLUNTEER EXPERIENCE

Kenyon College, Gambier, OH *Kenyon Collegian, Staff Writer*, Spring 2014-Present

- Research topics and write opinion pieces for weekly student run newspaper

The Wheatley School, Old Westbury, NY *Student Newspaper, Editor*, Fall 2011-Spring 2012

- Composed monthly newspaper, editing article submissions and selecting accompanying photos

The Wheatley School, Old Westbury, NY *Yearbook, Staff Member*, Spring 2011-Spring 2013

- Designed layout and selected pictures for the candid senior section

Big Brothers/Big Sisters of Knox County, Mount Vernon, OH *Volunteer*, Fall 2014

- Mentored and served as the English tutor for a 10-year-old child weekly
- Provided one-on-one attention to the child to develop positive behavioral responses

American Society for the Prevention of Cruelty to Animals, New York, NY *Volunteer*, Summer 2013

- Support adoption centers by hanging fliers around local neighborhood

CHRONOLOGICAL RÉSUMÉ SAMPLE

JOSEPH SMITH

1709 Broderick • San Francisco, CA 94115 • (415) 765-4321 • joesmithkenyon@gmail.com

EDUCATION

Kenyon College, Gambier, OH

Bachelor of Arts in International Studies and Spanish, Expected May 2015

- Cumulative GPA: 3.54/4.00, Merit List Scholar, 2012-Present
- **Relevant Coursework:** Origins of Spanish Language and Literature; Advanced Grammar, Conversation, and Composition (Spanish); The Expansion of International Society.

Universidad Complutense de Madrid (UCM), IES Abroad, Madrid, Spain

Intensive Spanish language study program, Spring 2014

- Completed international relations internship with local government.
- Taught ESL to second grade students.

EXPERIENCE

Kenyon College Modern Languages and Literatures Department, Gambier, OH

Spanish Apprentice Teacher, September 2014-Present

- Lead a small group of first-year students through language exercises.
- Prepared lesson plans to enhance comprehension of Spanish language.
- Provided out-of-class assistance for students needing additional support.

Multilingual Connections, Chicago, IL

Summer Intern, May 2012-August 2012

- Planned and executed regular "Free and Fabulous" cultural events.
- Supported Multilingual Chicago staff with summer kids language camp.
- Maintained client database in Excel to effectively track participation and payment.

LEADERSHIP ACTIVITIES

Archon Society, Kenyon College, Gambier, OH

Treasurer, Fall 2014-Present

- Oversaw budget of \$2,000, allocating funds to service projects and marketing.

Public Relations Chair, Fall 2012-Fall 2013

- Promoted community service opportunities in Knox County to Greek organizations.

COMPUTER SKILLS

Microsoft Office Software (Access, Excel, PowerPoint, Publisher, Word)

Social Media (Facebook, LinkedIn, Twitter)

FUNCTIONAL RÉSUMÉ SAMPLE

JOHN JOHNSON

39 Pearl Street | Concord, NH 03303

(904) 555-5555 | jj@gmail.com

EDUCATION

Kenyon College, Gambier, OH

Bachelor of Arts in Economics

May 2015

- Minor: Mathematics-Statistics
- GPA: 3.7/4.0
- Relevant Courses: Econometrics, Financial Markets, Linear Algebra, Data Analysis, Advanced Calculus

Tuck School of Business at Dartmouth, Hanover, NH

Business Bridge Program

Summer 2013

- Analyzed Target in team-based corporate valuation project using financial and strategic assessments
- Presented capstone valuation project to corporate executives from Target
- Studied spreadsheet modeling, corporate finance, managerial economics, marketing, strategy, and organizational behavior in a highly selective summer business program taught by Tuck professors

FINANCIAL EXPERIENCE

Cambridge Associates, Arlington, VA

Performance Reporting Group Summer Intern

Summer 2014

- Ensured accuracy of performance data used in reporting for two clients, with assets over \$4.2 million
- Supported professional staff in providing industry-leading portfolio monitoring and evaluation services to a group of 10 clients
- Utilized reports as a tool to analyze asset allocations and total performance returns of various investment managers, and to provide information on the investment strategy applied by each fund
- Prepared and presented internal presentation to senior managers

Merrill Lynch, Hanover, NH

Research Assistant Intern

Summer 2012

- Assisted brokers in equity, fixed income, and mutual fund recommendations based upon client portfolio holdings and investment strategies
- Researched transaction records and performed cost-basis analysis for clients' transferred accounts
- Developed Excel spreadsheets to analyze client portfolio valuation and brokers' universe list
- Performed risk analysis on portfolio means and variances

Kenyon Collegian, Kenyon College, Gambier, OH

Business Manager

Fall 2013-Present

- Assisted in ad layout, billed clients, established new local and national advertising accounts.
- Drafted budget proposal for submission to Student Council Appropriations Committee.

L.L. Bean Outlet, Concord, NH

Sales Associate

Summer 2010 and Summer 2011

- Provided high quality customer service to up to 100 clients per day, handling sales of up to \$50,000 daily
- Consistently met or exceeded sales goals; received employee of the month award for highest sales volume
- Ensured that products were well organized and attractively displayed, with a high degree of attention to detail

REFERENCES SAMPLE

THIS SAMPLE FOLLOWS THE FORMAT OF THE RÉSUMÉ SAMPLE ON PAGE 6.

YOUR NAME

Your Address | City, ST Zip Code

Telephone Number | Your Email Address

REFERENCES

Mr. Reference One

Title

Organization/School Name

Organization Address

City, ST Zip Code

Phone: (xxx) xxx-xxxx

Email: address1@domain.com

Ms. Reference Two

Title

Organization/School Name

Organization Address

City, ST Zip Code

Phone: (xxx) xxx-xxxx

Email: address2@domain.com

Mrs. Reference Three

Title

Organization/School Name

Organization Address

City, ST Zip Code

Phone: (xxx) xxx-xxxx

Email: address3@domain.com

Tips for References:

- 1. Be sure to ask for their permission to use their information for each position you apply to.*
- 2. Send your references a copy of your materials, along with the position description, so when prospective employers call, they know what to highlight on your behalf.*
- 3. Say Thank You!!*

WHAT IS THE PURPOSE OF A COVER LETTER?

The purpose of a cover letter is to introduce you to a potential organization. The cover letter should be personalized for each opportunity, and it should emphasize your unique experiences and skill sets, and demonstrate your knowledge of the position and the organization. One should always accompany the résumé, even if one is not specifically requested.

It's alright if you have not had direct experience, or a ton of paid work experience. You can explain how your volunteer, academic and leadership experiences have prepared you for the tasks ahead.

For example, instead of:

"I haven't worked in public relations but am willing to jump in."

Consider:

"Conducting interviews, performing research, and writing informative, concise articles under strict deadlines has provided solid experience that is essential for the public relations field."

Cover Letter Writing Tips

1. *Write your letter in proper business format.*
2. *Length should never exceed one page.*
3. *Try your best to address the letter to an individual. If you do not have the name, you can use "Dear Organization Representative:" as an inclusive statement.*
4. *Pay attention to details. Use the same header and font from your résumé.*
5. *Align all letter text to the left. It will look simple, polished, and professional.*
6. *Let it reflect your voice. It shouldn't sound or read like one of our samples.*
7. *Be specific. Back up your skills with detailed information.*
8. *Proofread for spelling and grammar errors. Then, have someone else read through it.*
9. *Send as a PDF. This will ensure everything looks the way you intended it to. Never trust that the recruiter has the same font or version of Word.*

COVER LETTER TYPES

Traditional Cover Letter:

Also known as a Letter of Intent. These letters should be personalized for each opportunity that you apply to. Research the organization, and learn how your experiences and skill sets will meet its needs. Show why you are a good fit for the position and organization by providing specific examples and detailing results.

Prospecting Cover Letter:

If you are interested in an organization and wish to inquire about possible openings, you are sending a Prospecting Letter. Address your letter to a specific individual, usually the person who supervises the functional area where you would like to work. Be as specific as possible about the type of position that interests you. Ideally, your research will reveal the job titles used by this employer. If not, use generic job titles commonly understood in the field.

PROFESSIONAL CORRESPONDENCE

Tip: Use professional language. Check for proper capitalization, punctuation, spelling and grammar!

Networking:

Networking emails should indicate how you found their information, and why you are writing. Kenyon Alumni in particular want to help, but need to know how they can help. Be sure to include specific details that will help them help you. However, you never want to ask them to get you a job or internship. The onus is on you to apply, but you can ask how you would go about applying if specific instructions are not detailed online.

Thank You:

Send Thank You emails for informational, job and internship interviews within 24 hours of the meeting. This is a crucial step that most entry-level job seekers forget, which can cost you the opportunity!

COVER LETTER TEMPLATE

SUGGESTED CONTENT & LAYOUT MODELED AFTER THE RÉSUMÉ SAMPLE ON PAGE 5.

YOUR NAME

Street Address • City, ST Zip Code • Telephone Number • Email Address

Month Date, Year

Addressee (If Known)
Title of Addressee (If Known)
Organization's Name
Business Address
City, ST Zip Code

Dear Mr./Ms./Dr. Last name of Addressee:
(**Note:** If the name is not available, use "Dear Organization Name Representative" in place.)

Introductory Paragraph

Keep this section short! State the position you are applying for, how you learned of the opportunity, what you respect about the organization and ask for consideration based on the related skills and experiences you have to offer. If you are applying through a contact, be sure to mention the contact's name in the first few sentences. Express your interest in both the company and the position, and mention something unique about the organization that prompted you to apply. Be careful about disclosing interests that might appear too self-serving; instead, use research that's of equal interest to you.

Your Qualifications (Middle Paragraphs)

In one or two paragraphs, establish the connection between the organization's needs and your background and skills. This brief summary should emphasize what you have to offer, not what you want from them, and why what you have to offer matters to THEM. Try not to restate your résumé; instead, expand upon your educational, leadership and work experiences that relate to the position for which you are applying. Make a stronger impression by limiting your focus to one or two of your experiences, and by providing specific results.

Conclusion

Restate your interest in the organization and position and end your letter by initiating the next step – your commitment to action. Request an interview, or tell the reader that you will contact him/her soon in order to schedule a mutually convenient time to meet. It really is OK to follow through with a potential employer; it shows your initiative and enthusiasm for the job. Finally, thank the reader for his/her time and/or consideration.

Sincerely,

Your Signature

Type Your Name

Tip for Signature

Sign your name on a white sheet of computer paper, and scan the image back into the computer. Crop the signature, and drop it into this area. Using a blue ink will be impactful to the reader, and shows that you took an extra moment to personalize the letter.

TRADITIONAL COVER LETTER SAMPLE

BENJAMIN BROWN

College Address

PO Box 1492
Gambier, OH 43022

bb@gmail.com
(740) 123-4567

Permanent Address

23 Newton Street
Old Westbury, NY 11568

September 28, 2014

Ms. Katherine Brooks
Vice President
ABC Investment Partners
One Wall Street
New York, NY 10005

Dear Ms. Brooks:

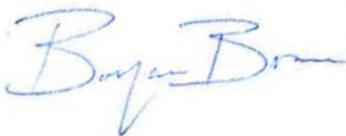
The opportunity to help global clients make smart investment decisions as an entry-level Financial Analyst compelled me to submit my credentials for your review. After being notified of this opportunity by Kenyon College's Career Development Office, I researched your organization and was pleased to find parallels in our values. I will be graduating from Kenyon College in May 2015, and am eager to apply my economics coursework, in addition to my analytical skills and leadership experience to ABC Investment Partners.

According to the advertisement, your position requires excellent analytical and problem solving skills. As Co-President of Eats & Treats, Kenyon College's student managed late-night server, I manage our operating budget of \$25,000. This requires a keen eye for detail, and the ability to forecast needs. By analyzing trends, I was able to save Eats & Treats over \$1,000 in operating costs by reducing staff at non-peak hours.

I also have working knowledge of Bloomberg Terminal and Microsoft Excel. During my internship this past summer at Westbury Financial, I utilized the platform to monitor and analyze real-time financial market data. This allowed me to work alongside the full-time analysts in providing recommendations to clients based on current trends, news and research. I have also used the terminal to access real-time data for my economics coursework, and completed statistical analysis of such data in Excel.

I look forward to speaking with you further about my qualifications and this opportunity, and will follow up with you within two weeks. I may be reached by phone at (740) 123-4567 or by email at bb@gmail.com. Thank you for your consideration.

Sincerely,



Benjamin Brown

PROSPECTING COVER LETTER SAMPLE

SARAH SMITH

44 Constitution Drive | Washington, D.C. 20001

202-555-2553 | ss@gmail.com

May 30, 2014

Creative Arts Team
101 W. 31st Street
6th Floor
New York, NY 10001

Dear Creative Arts Team Representative:

In researching non-profits that focus on work with children, I was impressed by your organization's commitment to teaching inspiring education and learning through drama. As a graduate of Kenyon College's Dance, Drama & Film Department, I am seeking a full-time opportunity in which I may apply my previous tutoring experiences and educational background to serving students in the New York City community.

I know the Creative Arts Team seeks energetic and passionate actor-teachers to carry out its mission. I also know that I have the training and ability it takes to work with youth in developing dialogue to teach lessons. My liberal arts degree and my internship experiences have taught me how to bring ideas to life – individualizing lessons so that students may learn in a unique, creative way.

The attached résumé elaborates on the details of my skills and experiences. I would appreciate the chance to meet you to discuss how I could be a vital part of your team. I will call you next week to see if there is a possibility of our talking further. If you need to contact me, you may reach me at the number or email address on my résumé.

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

Sincerely,

Sarah Smith

NETWORKING EMAIL SAMPLES

KEYON CAREER NETWORK CONTACT: SAMPLE 1

Subject: Kenyon College [Class Year] Interested in Non-Profit Management

Body:

Dear Mr./Ms. [Last Name],

I recently found your name in the Kenyon Career Network and see that you're working at [Organization Name] as an Event Coordinator. I am a Kenyon senior who has become interested in non-profit event management as a result of my campus leadership activities. I've enjoyed coordinating alumni panels and networking events for the Archon Society and, as a result, I have become interested in the possibility of pursuing event planning for non-profits as a career path. Would it be possible to meet in person while I am home on break, or speak with you over the phone about your job? I know it would be very helpful to hear your story and any advice you wish you had received when you started!

Thank you for considering my request, and also for joining the Kenyon Career Network.

Best,

[Your Name]
Kenyon College, Class of [Year]
[Email Address]
[Phone Number]

KEYON CAREER NETWORK CONTACT: SAMPLE 2

Subject: Advice for Kenyon College Student Interested in Primary Education

Body:

Dear Mr./Ms. [Last Name],

I am a first-year student at Kenyon College and found your name listed as part of the Kenyon Career Network in Symplicity. I have been interested in primary education since my junior year in high school. As I prepare to declare my major, I'd find it helpful to speak with you about your course work at Kenyon College, work history, and current position at [Organization Name].

I would like to arrange a brief informational interview, either by phone or Skype, whichever you prefer. Thank you for being part of the Kenyon Career Network!

Best,

[Your Name]
Kenyon College, Class of [Year]
[Email Address]
[Phone Number]

Important Reminder:

Our samples should serve as a guide for your networking communication, and should not be copied word for word. Lack of originality and research on the part of the writer creates a negative impression, especially when alumni realize you've used one of our templates. You'll have much better success writing personalized messages that reflect your own voice and are tailored towards the reader!

NETWORKING EMAIL SAMPLES

LINKEDIN CONTACT SAMPLE

Subject: Kenyon College International Studies Major Seeking Career Advice

Body:

Dear Mr./Ms. [Last Name],

I am a senior at Kenyon College and found your name through the Kenyon College Career Connections group on LinkedIn. From your LinkedIn profile, I see that you have worked at a variety of NGO's, both domestically and internationally.

I would love to speak with you about your experiences searching for employment and working internationally, as that is a path I am considering for myself. Your most recent work in [country] is very appealing to me as my senior comprehensive is tailored to the economic climate in that region.

Would you be willing to speak, at your convenience, on the phone or via Skype? I may be reached at [email address] or by phone at [telephone number]. Thank you for considering this request.

Best,

[Your Name]
Kenyon College, Class of [Year]

REFERRAL SAMPLE

Subject: Referral from [Name]

Body:

Dear Mr./Ms. [Last Name],

[Name of Referrer], my [referrer's relationship to you], provided me with your contact information to learn more about your work at [Organization Name]. I am a junior at Kenyon College interested in psychology and in particular, those related to mental health counseling and additional counseling. I reviewed your LinkedIn profile online, and would love to speak with you more about the industry, and what I can do as a student to prepare for a career in this field.

I know I would benefit from hearing about your experiences, and would like to schedule a time to meet in person, or speak over the phone or Skype. I may be reached at the email address or phone number listed below my signature. Thank you for considering this request.

Sincerely,

[Your Name]
Kenyon College, Class of [Year]
[Email Address]
[Phone Number]

NETWORKING EMAIL SAMPLES

FOLLOW UP FROM EVENT SAMPLE

Subject: Follow-up from Kenyon [Event Name] Event

Body:

Dear Mr./Ms. [Last Name],

Thank you for coming to Kenyon College's [Event Name] event last night and for contributing to the panel discussion on [panel topic]. I was happy that you shared your career path, and the challenges you faced getting to where you are today. It has helped me formulate a plan to secure an internship for this coming summer. I do have a few follow up questions for you, and was hoping to arrange an informational interview to meet with you for 20-30 minutes. I will be in your area from [date-date]. However, if meeting in person will not work, we can also schedule something by phone or via Skype.

Thank you once again for your insight. I look forward to connecting with you again soon!

Sincerely,

[Your Name]
Kenyon College, Class of [Year]
[Email Address]
[Phone Number]

THANK YOU EMAIL SAMPLES

THANK YOU FOR INFORMATIONAL INTERVIEW SAMPLE

Subject: Thank You

Body:

Dear Mr./Ms. [Last Name],

Thank you once again for taking time out of your day today to speak with me about your career path, and entry-level opportunities in the [industry] field. I enjoyed our conversation, and look forward to beginning my search. I also appreciate the referral to [Referral Name], and will be connecting with [him/her] soon. I truly appreciate the insight and advice, and will update you on my progress. Thank you again for answering my questions and providing great advice!

Sincerely,

[Your Name]
Kenyon College, Class of [Year]
[Email Address]
[Phone Number]

THANK YOU EMAIL SAMPLES

THANK YOU FOR INTERVIEW SAMPLE

Subject: Thank You

Body:

Dear Mr./Ms. [Last Name],

Thank you once again for taking time out of your day today to interview me for the [Position Title] opportunity at your organization. I enjoyed meeting you and learning more about the position, and speaking with you about the ways in which I will be able to contribute to the continued success of the [Department Name] department.

You mentioned that it will take someone with initiative to succeed in this role. I am confident that my leadership positions on campus and off have prepared me well for this opportunity. Should you have any additional questions, please do not hesitate to reach out. I look forward to hearing from you regarding your decision, and appreciate the consideration.

Sincerely,

[Your Name]
[Email Address]
[Phone Number]

Notes: _____
