

THE HIRING PROCESS

(Communicating with Potential Employer)

COVER LETTER (LETTER OF TRANSMITTAL)

- 1) Identify the type of work or position you are applying for and how you learned of it
- 2) Employment goals: type of employment sought, areas of employment interest, limitations you wish to set
- 3) Indicate why you are applying for this specific position
- 4) Describe your main qualifications
- 5) Refer the reader to the enclosed/attached resume
- 6) Request the next step in the employment process – personal interview, a response to your inquiry etc.

THE RESUME

- 1) See **Resume Preparation** and **Resume Checklist and Critique** for detailed information about important factors in a resume, thoughts on getting ready to write your resume, the resume outline, resume review checklist and questions to ask when reviewing your resume to ensure your resume includes all pertinent information

INQUIRING ABOUT APPLICATION

- 1) Request information on the status of your application
- 2) Recap history of application process (when you submitted, any response you may have received)
- 3) State why you need clarification on the status of your application
- 4) Thank company for their cooperation

THANK-YOU LETTER

After you have an interview...

- 1) Thank the interviewer for their time
- 2) Express your continued interest in the position

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ACKNOWLEDGEMENT

When offer is made...

- 1) Acknowledge receipt of offer
- 2) Express your appreciation for the offer
- 3) Notify the company of the date you expect to make a decision to accept or decline the offer

When rejection is received...

- 1) Acknowledge receipt of the rejection
- 2) Thank the company for considering your application

LETTER DECLINING OFFER

- 1) Decline offer
- 2) Express your appreciation of the offer and the company's interest in you

SEEKING ADDITIONAL INFORMATION

- 1) Indicate interest in the company and its offer
- 2) Ask for information or clarification regarding the offer and its benefits if applicable
- 3) Express your appreciation for their cooperation

ACCEPTING OFFER

- 1) Accept the offer
- 2) Reference the offer letter or document you are accepting
- 3) Inform company of your any travel/moving plans if applicable and anticipated start date
- 4) Express your appreciation and excitement about joining the company