

Query Letter Seeking Basic Information

999 Lions Hall
University Park, PA 16802
(814) 555-1000
jsample99@psu.edu

September 10, 2008

Dora Plath, Human Resources Representative
Atlas Information and Technology Systems
101 Stevens Drive, Suite 303
Lester, PA 19113-1564

Dear Ms. Plath:

After a recent visit to your company's impressive and entertaining website, I am writing to request information about any upcoming hiring plans that you may have. I am a graduating senior majoring in computer science at Penn State, seeking employment as a systems administrator, network administrator, or webmaster.

I can be reached by phone at (814) 555-1000 or e-mail at jsample99@psu.edu. Thank you.

Sincerely,
Jane Sample
Jane Sample

Thank You Letter After an Interview

999 Lions Hall
University Park, PA 16802
(814) 555-1000

November 11, 2008

William Peterson, Director of Development
Atlas Information and Technology Systems
101 Stevens Drive, Suite 303
Lester, PA 19113-1564

Dear Mr. Peterson:

I am writing to thank you for our interview of November 6, as we discussed the position of Systems Administrator at AITS. It was obvious that you had a demanding schedule that day, and I appreciate your fitting me in so readily. During our walking tour, I was especially impressed with the way your facilities are designed to promote teamwork among the engineers, developers, programmers, administrators, and marketers.

As I trust our discussion made clear, I am especially enthusiastic about teaming with your two other systems administrators to enhance your own intranet capabilities, and in working with your developers on optimizing your new line of educational software. "Project Paradigm" holds a special interest for me, as my undergraduate minor is in Education.

I look forward to hearing from you about your hiring plans soon, and I thank you again for all your personal and gracious attention.

Cordially,
Jane Sample
Jane Sample

Letter Acknowledging a Job Offer

999 Lions Hall
University Park, PA 16802
(814) 555-1000
jsample99@psu.edu

December 8, 2008

William Peterson, Director of Development
Atlas Information and Technology Systems
101 Stevens Drive, Suite 303
Lester, PA 19113-1564

Dear Mr. Peterson:

I am delighted to acknowledge your offer of a position as a Systems Administrator with AITS. With finals week looming large in my mind at the moment, it is a welcome pleasure to consider my possibilities beyond graduation. I am also pleased that you have given me until January 15 to make a decision, which will allow me to participate in the winter graduation ceremonies and discuss this opportunity with my family.

I will be in touch with you in January, and I wish you the best of holidays.

Sincerely,
Jane Sample
Jane Sample

Letter Accepting a Job Offer

999 Lions Hall
University Park, PA 16802
(814) 555-1000
jsample99@psu.edu

January 10, 2009

William Peterson, Director of Development
Atlas Information and Technology Systems
101 Stevens Drive, Suite 303
Lester, PA 19113-1564

Dear Mr. Peterson:

As we discussed this morning over the phone, it is my pleasure to accept a position as Systems Administrator with AITS, effective February 1, 2009, at a starting salary of \$52,000 per year. I warmly thank you for the confidence in me that your job offer reflects.

As you suggested, I am also delighted to accept your offer of two weeks of temporary housing while I locate an apartment.

I understand that a security/background check will be conducted over the next month, and that my hiring is contingent upon its successful completion. As you requested this morning, I have e-mailed you the names and phone numbers of three references for this background check.

Please contact me if you need any further information. I look forward to our working together with great excitement.

Cordially,
Jane Sample
Jane Sample

Letter Declining a Job Offer

999 Lions Hall
University Park, PA 16802
(814) 555-1000
jsample99@psu.edu

January 10, 2009

William Peterson, Director of Development
Atlas Information and Technology Systems
101 Stevens Drive, Suite 303
Lester, PA 19113-1564

Dear Mr. Peterson:

After discussions with my family and my mentors at Penn State, I have made the difficult decision not to accept your generous offer of hiring me as a Systems Administrator at AITS. Having just secured a commitment for an attractive fellowship if I return to Penn State's graduate program this fall, I have decided to accept the fellowship and pursue my master's degree in Computer Science and Engineering to enhance my future job prospects.

Nevertheless, I warmly thank you for the confidence in me that your job offer reflects, and I am very grateful for the professionalism, enthusiasm, and kindness with which I was treated by everyone at your company, you in particular. I hope and expect to have further contact with Atlas Information and Technology Systems in the future.

Sincerely,
Jane Sample
Jane Sample