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Job Shadow/Informational Interview Sample Outreach Email

Dear Mr./Ms./Mx./Dr. [Contact's Last Name or Full name of contact]:

My name is [your name], and I am a [school year] at Le Moyne College studying [major]. Thank you for being willing to talk to me about your work at [name of company/organization/institution] I am in the process of exploring careers in your field so being able to connect with you will really help me in that regard.

I am available to meet with you [give a span of days] during your usual workday. Please let me know the day and time that is convenient for you to meet.

Thanks in advance for this great opportunity!

Sincerely,

[Your name]

IF THEY HAVE REQUESTED A CONTACT BY PHONE

- You can use a similar format for leaving a voicemail or message.
- Make sure the voicemail greeting on *your phone* is appropriate and respectable
- Do not use a ring back tone for incoming calls
- Call the host back *within 24 hours* of their message if you miss their call

Sample thank you note/email informational interview follow up

Dear [Interviewer Name],

Thank you so much for meeting with me today. It was such a pleasure to learn more about the work you do and [Company Name]. As I said when we met, I am learning as much as I can about [industry/field of work], and meeting with you has helped me a great deal. I have a much clearer understanding of what I need to do moving forward thanks to your insight and advice.

If you ever have any more advice or think there is someone else I should speak to about [industry/field of work], please let me know. I look forward to staying in touch as I continue [my job search/figuring out my next step]. I definitely plan on using your advice to [piece of advice that stuck with you]. And if [Company] has any openings in their [department] down the road, I hope you'll let me know so I can apply.

Best regards,
[Your Name]

Job Application - Sample Letter

Name
Street Address
City, State Zip Code
Phone Number

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms./Full Name of Contact _____:

Perhaps you are, or will be soon, seeking an addition to your marketing team. A new person can contribute fresh approaches to the challenges your team may meet. I am an innovator of new ideas, an excellent communicator with buyers, and have a demonstrated history of marketing success.

Presently, I am marketing computer products for a major supplier using television, radio and news advertising. I have a reputation for putting forth the effort required to make a project succeed.

Enclosed is my resume for your review and consideration. EFTG Industries has a reputation for excellence. I would like to use my talents to market your quality line of technical products. I will call you to further discuss my talents and how I can benefit your company. If you prefer, you may reach me in the evenings at (555) 555-5555.

Thank you for your time. I look forward to meeting you.

Sincerely,

(Your Signature in blue or black ink)

Your typed name

Enclosure

Job Inquiry - Sample Letter

Name
Street Address
City, State Zip Code
Phone Number

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms./Full Name of Contact _____:

Perhaps you are, or will be soon, seeking an addition to your team. I wanted to let you know I am able to contribute fresh approaches to the challenges presented in the working arena. I am an innovator of new ideas, an excellent communicator, and have a demonstrated history of collaboration successes.

Presently, I am a senior at Le Moyne College, majoring in Philosophy and English. I have a reputation for putting forth the effort required to make a project succeed while also ensuring goals are met and consensus is achieved.

Enclosed is my resume for your review and consideration. [Your company] has a reputation for excellence. I would like to offer my talents and contribute to [your company's] continued growth. I would very much appreciate the opportunity to further discuss your company and my interest in becoming a part of your team. I can meet at your convenience during your work hours. If you prefer, I am also able to talk in the evenings at [(555) 555-5555].

Thank you for your time.

Sincerely,

(Your Signature in blue or black ink)
Your typed name

Enclosure

Sample Job Interview follow up thank you note/email

Dear [Interviewer Name],

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position, and I'm very excited about the opportunity to join [Company Name] and help [bring in new clients/develop world-class content/anything else awesome you would be doing] with your team. The energy I witnessed during the interview and while touring the office infused me with the feeling that I wanted to be part of [company name's] growth and outreach.

I look forward to hearing from you about decisions you have made, and please do not hesitate to contact me if I can provide additional information.

Best regards,
[Your Name]

Sample Job Reference/Recommendation Letter Request

Hello [Name of person],

I hope all is well! How have things been with you and [the person's company, organization, or personal interest]?

I'm reaching out because I've been interviewing for a [position name] role at [company], and I'd love to list your name as a reference, if you're willing. I thought of you because we've [ways in which you've worked together], and you could speak to my [key skills and abilities needed in the new position].

I've attached my current resume and the position description for your reference. I know the hiring team is particularly looking for someone who [very short description of key elements of the role], so specifically, I'm hoping you can talk about:

- [1-2 skill, abilities, or talents that are key to the position]
- [Specific project you worked on that's relevant to the role]
- [Key differentiator between you and other candidates]

Please let me know if you'd be willing to serve as a reference and, if so, your preferred contact information and any other details you need from my end. I believe the [call, email] will come from [hiring manager or recruiter's name] at [company] around [time frame].

And, of course, if you're busy or not comfortable, I completely understand. Thank you in advance for your time, and let me know if there is anything I can do for you!

All the best,
[Your name]

Sample Graduate School Reference/Recommendation Letter Request

Hello [Name of person],

I hope all is well! How have things been with you and [the person's company, organization, or personal interest]?

I'm reaching out because I am applying to the [name program] at [university name], and would so appreciate including you on my list of recommendations, if you're willing. I thought of you because [ways in which your relationship has been instrumental in your personal and professional development/choice of attending graduate school], and you could speak to my [key skills and abilities needed in the program].

I've attached my current resume and here is a link to the description of the program for your reference. If you are willing to write a letter of recommendation, here are some key ideas that might be helpful:

- [1-2 skill, abilities, or talents that are key to the program]
- [Specific project you worked on that's relevant to succeeding in a graduate program]
- [Key differentiator between you and other candidates]

Please let me know if you'd be willing to complete a recommendation, and, if so, your preferred contact information and any other details you need from my end. I believe the [university name] will reach out via email explaining the procedures to follow.

And, of course, if you're busy or not comfortable, I completely understand. Thank you in advance for your time, and let me know if there is anything I can do for you!

All the best,
[Your name]

Thank you note/card when someone gives you advice

Dear [Contact Name],

I was excited—but also really nervous—when I was faced with [an unfamiliar task at work]. Thank you so much for taking the time to answer my questions. Hearing your experience working on [something similar] was so helpful!

I ended up doing really well on [the project, event, etc.] and wanted to share how much I appreciate your advice.

Thanks again,
[Your name]

Thank you note/card when someone makes an introduction

Dear [Contact Name],

I wanted to let you know that I just got [back from meeting/off a phone call] with [mutual contact's name].

Thank you so much for introducing us! She/He/They told me what it was like working at her/his/their company. She/He/They also gave me some great advice about [helpful advice they shared]. It was also very helpful when she/he/they told me I should feel free to send on my resume; I feel so much better/more confident/more ready to tackle [whatever was needed].

Thank you again,
[Your name]

Thank you note/card when someone serves as a reference

Dear [Contact Name],

I'm really excited [to have made it to the final rounds of interviewing with [company]/to have been accepted into the program to which I applied]. Thank you so much for agreeing to serve as a reference! I've attached an updated resume and a copy of the position description, so you'll have them if you should need them for future reference.

Thank you again for agreeing to be a reference, and please let me know if I can be helpful in any way!

[Your name]