

PROFESSIONAL CORRESPONDENCE



Written correspondence is evidence of your communication skills.



Express appreciation, interest, and strengthen your position by drawing connections to your skill set.



Email for networking purposes, informational interviewing opportunities, or to reach out to an organization for potential full-time, part-time, or internship openings.

When connecting with employers it is important to converse in a professional manner.



After an interview, or any professional exchange, follow-up in writing to express your genuine interest and motivation.



Written communication is an important piece of the process. Saying "thanks" will help you stand out from the crowd and continue a positive rapport.

