PROFESSIONAL CORRESPONDENCE

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

Written correspondence is evidence of your communication skills.

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

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

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

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

WWW.WCUPA.EDU/CDC
225 LAWRENCE CENTER
610-436-2501