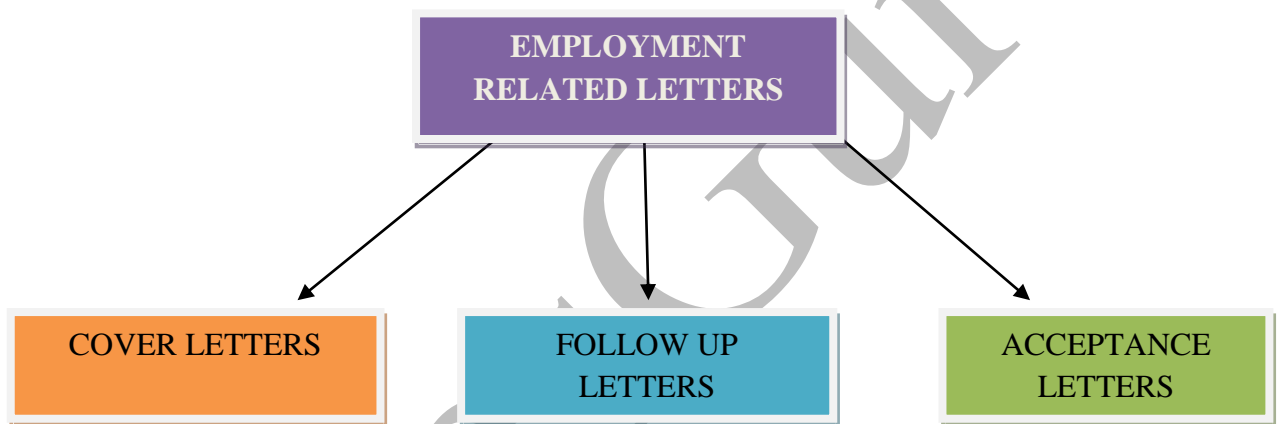


Employment – Related Letters

Employment-related letters have different purposes. A carefully crafted letter can show your strengths to a potential employer, express your desire to accept a job offer, or express your gratitude for a career opportunity. The time and effort you spend writing an employment-related letter can not only deliver the desired message, but can also give the potential employer an idea of who you are as a professional.

There are mainly three types of employment letter-



- **Cover letters**

A cover letter serves as an introduction to who you are and what you can offer a potential employer. A well written cover letter has the power to motivate readers to take an interest in your resume.

Write the first paragraph of the letter introducing yourself and your purpose for writing. Explain in another paragraph how your skills, abilities, and knowledge make you perfect for the position offered. Mention some details about the company you found through the investigation in a third paragraph. Relate those details to yourself to explain how you and the company are compatible. Ask the reader for a meeting to discuss their qualifications and experience in detail. Mention your contact information. Finish with an appropriate and professional closure.

- **Follow up letter**

A follow-up letter works best if you send it to your interviewer within two business days of the interview. Either postal mail or email is appropriate. Make sure the letter is well written, error free and sincere. Indicate in the letter that you appreciate the opportunity to interview for the position. Include a statement of interest in the job.

List the qualifications that make you a strong candidate for the position. Use bullets to help your grades stand out in the text. Also, indicate anything important about your knowledge, skills, or abilities that you forgot to mention during the interview. Thank the interviewer once again for the opportunity and convey your sincere wish to hear from him soon.

- **Acceptance letters**

Once you decide to accept an offered position, write and send a letter as your formal acceptance of the job. In the first line of the acceptance letter, mention your satisfaction with the offer for the specific position and the status you accept. Confirm the details of your start date, annual salary amount, and any other benefits offered. Also, include any additional information the employer has requested. It is appropriate to ask any questions you may have about the position or benefits in the letter. Finally, mention that you want to become a member of the organization. Close the letter with an appropriate closure.

Interview Letters

The letter inviting job applicants to face an interview is known as an interview letter. After receiving job applications from potential candidates, the employer writes an interview letter to those candidates whose applications have passed the initial evaluation stage. Through this letter, the employer informs applicants to take a written exam or to appear before a viva-voce. This letter is written in the company's official notebook or on the page that contains the company name and address at the top.

Contents of interview letter

1. Name and address

The interview letter must bear the candidate's name and full details. It should be sent to the current address of the applicant. Both the internal and envelope addresses must be similar. Sometimes both the applicant's current and permanent addresses are written at the top of the interview letter.

2. Time of interview

The date, day, and time of the interview should be clearly mentioned in the interview letter.

3. Place of interview

The interview letter must clearly indicate the place where the interview will take place.

4. Documents

Sometimes, the interviewee needs to present academic certificates, experience certificate, birth certificate, photographs, copy of publications, etc. before the interview board. The interview letter should indicate whether the candidates should bring such documents.

5. Other instructions

The interview letter must also specify whether the interviewees would receive a transportation grant or any other grant.