

VIII. FOLLOW-UP CORRESPONDENCE

A. Sending Thank You Notes After Interviews. One of the most commonly asked questions is whether or not to send a thank you note after an interview. While it is generally appropriate to send a thank you letter after an interview, please be aware that a sloppy or poorly constructed letter may actually hurt your chances.

Remember that just as with your cover letter, your thank you note is a sample of your writing. Make sure it is well-written with no typos. Whether your thank you is hand-written or typed makes little difference unless you have horrible handwriting. If that is the case, the thank you letter should be typed. A thank you letter should be relatively short and should thank the interviewer for his/her time and mention something specific that you spoke about during your interview. It is generally not necessary to send a thank you to all of the attorneys that you met with - one to the hiring partner and/or the person most responsible for your visit (the Recruiting Administrator) will suffice. You may want to send individual letters to other attorneys if you had a memorable conversation or felt that your interview went particularly well.

In the thank you letter, you can mention that you enjoyed your meeting and thank the individual for the opportunity to discuss opportunities available, etc. Be sure that the letter(s) are personalized by referring to something you discussed during your interview. Never send the same form thank you letter to all of the attorneys you met with at a particular firm - the letters will all be placed in your file and the impression created will not be a good one. When sending thank you letters, do so within 24 hours - that way you will still be fresh in their minds and your letter may reach the firm before they make a hiring decision.

You can base your own thank you letters on the samples included at the end of this section.

B. Letters Confirming Job Acceptance or Rejecting a Job Offer. Once you have received an offer, it is appropriate to ask questions you could not ask during the interview. Therefore, before you accept or reject an offer, contact the person who made you the offer to arrange for a follow-up meeting or telephone call to clarify your unanswered questions.

After all of your questions are answered to your satisfaction, verify that the employer will put the offer of employment in writing. This will assure you that the offer is formal. You should then accept the offer first on the telephone and then in writing. Your acceptance letter should set forth your understanding of the terms of the offer - salary, starting date, length of employment (if applicable), and hours per week (if applicable). If you are rejecting an offer, it is also courteous to put your rejection in writing.

Sample acceptance and rejection letters are included below.

SAMPLE LETTER OF CONTINUED INTEREST

Evelyn Waugh
2 Brooke Lane
Washington, PA 15237
(724) 796-3309
Brideshead@revisit.net

October 23, 200*

Mr. Moriarty L. Holmes
Peacock Keller
871 Main Street
Washington, PA 15237

Dear Mr. Holmes:

Thank you for your offer of a summer clerkship with your firm. I enjoyed by visit to your offices and especially appreciated getting to meet so many members of your labor law section.

I am very interested in your offer and am eager to finalize my plans for next summer. I anticipate concluding my interviewing by early November, and I will make my decision shortly thereafter. I will definitely contact you prior to December 1.

Thank you again for hour hospitality.

Very truly yours,

Evelyn Waugh

THANK YOU FOR INTERVIEW

Your Name
Your Address
City, State Zip
Phone number
Email Address

Date

Name of Interviewer
Firm or company name
Street address
City, Sate Zip

Dear Mr. /Ms. _____:

I enjoyed speaking with you on (date) about the possibility of clerking with your law firm.

The professional and cooperative attitudes of the members of your firm were evident throughout the conversations we had at the reception on Thursday evening and the interviews on Friday.

I respect the manner in which your firm approaches its responsibilities to its clients, the community, and the legal profession. Your investment in library resources demonstrates to me your commitment to providing only the highest quality of legal services to your clients.

I look forward to visiting your office on (date) and further discussing the summer clerkship program. Thank you for your time and consideration.

Sincerely,

Typed Name

THANK YOU FOR ON-CAMPUS INTERVIEW

Your Name
Your Address
City, State Zip
Phone Number
Email Address

Date

Name of Interviewer
Firm or company name
Street address
City, State Zip

Dear Mr. /Ms. _____:

Thank you for taking the time to meet with me at Duquesne Law School on (date). I was primarily interested in your firm because of its diversity of clients, and specialization in the environmental litigation field. I was delighted to learn that you also provide continuing legal education programs for firm lawyers and other area attorneys.

I have enclosed the writing sample, which you requested, and have taken the liberty of also enclosing a recommendation from Professor Smarts, my Land Use Planning professor. He knows my work well, and has been kind enough to offer his recommendation.

I am excited about the possibility of spending next summer at your firm. Please let me know if I can provide any additional information.

Very truly yours,

Your name

Enclosure

THANK YOU LETTER

Robert Student
121 Murray Avenue
Pittsburgh, PA 15111
Phone: 412-980-2371
Email: RStud@duq.edu

January 6, 200*

Ms. Eugenia Salem Gorman
Assistant Ohio Attorney General
30 East Broad Street, 17th Floor
Columbus, OH 43215

Dear Ms. Gorman:

It was a pleasure to meet with you today to discuss the possibility of my becoming a summer law clerk with the Ohio Attorney General's Office. Your questions were unusually challenging and focused. I genuinely appreciated and enjoyed the opportunity to discuss my background and goals with someone whose career path has so closely paralleled my own aspirations.

I would like to reaffirm my interest in this position. My extended undergraduate internship with the Iowa Public Defender's Office has given me a solid grounding in one form of public practice, as well as establishing a record of my ability and an indication of my potential in the legal area. You can be confident that the commitment you seek is matched in my established and active desire to succeed as a legal professional in government service.

As we discussed, you expect to be making summer employment decisions before mid-February. If I do not hear from you by then, I will contact you for an update. I look forward to hearing from you.

Yours truly,

Robert Student

THANK YOU LETTER

John R. Student
121 Murray Avenue
Pittsburgh, PA 15111
Phone: 412-906-3311
Email: JohnRStud@duq.edu

May 9, 200*

Dominic Domenique, Esq.
Senior Attorney, Securities Department
First Bank of First City
6759 Wall Street
New York, NY 10002

Dear Mr. Domenique:

As I am aware that your schedule is a very busy one, I would like to thank you and your colleagues for taking the time to meet with me today. Your comparison of the atmosphere and practice between a corporate securities department and a typical large law firm was insightful and I am grateful for your candor in relating your experiences.

I would like to take this opportunity to reaffirm my interest in the position and your institution.

My paralegal experience with Kleinman & Crouse has given me a solid grounding in the intricacies of securities rules and transactions that will allow me to produce work this summer that will be both usable and indicative of my abilities. Furthermore, I believe that First Bank of First City would provide an excellent environment in which to sharpen and refine my skills.

It was a pleasure to meet with you and I look forward to hearing from you soon.

Sincerely yours,

John R. Student

THANK YOU LETTER

Donna Moray-Student
6550 Penn Avenue
Pittsburgh, PA 15111
Phone: (412) 555-6789
Email: DMoray@duq.edu

May 1, 200*

Ms. Laura Blackacre
Miller & Kwisnek, PC
7500 Pacific Building
520 W. Yamhill Street
Portland, Oregon 97204

Dear Ms. Blackacre:

It was a genuine pleasure to meet with you yesterday. After speaking with Roger Fromsen, I was looking forward to our meeting and found our discussion a pleasant change from typical interviews.

Your positive indication about the needs of the corporate health law department was encouraging. As you will remember, I am also from Portland and my goal is to work in this field and city. Because of your description of the attorneys and working climate at Miller & Kwisnek, PC, I am particularly interested in an associate position and hope that my application will be considered further.

Thank you once again for meeting with me. I look forward to hearing from you soon.

Yours truly,

Donna Moray-Student

SAMPLE LETTER OF CONTINUED INTEREST

Evelyn Waugh
2 Brooke Lane
Washington, PA 15237
Revisited@bbc.net

October 23, 200*

Mr. Moriarity L. Holmes
Peacock Keller
871 Main Street
Washington, PA 15237

Dear Mr. Holmes:

Thank you for your offer of a summer clerkship with your firm. I enjoyed my visit to your offices and especially appreciated getting to meet so many members of your labor law section.

I am very interested in your offer and am eager to finalize my plans for next summer. I anticipate concluding my interviewing by early November, and I will make my decision shortly thereafter.

I will definitely contact you prior to December 1.

Thank you again for your hospitality.

Very truly yours,

Evelyn Waugh

LETTER ACCEPTING FULL-TIME JOB OFFER

2709 Murray Avenue
Pittsburgh, PA 15555
(412) 555-8790
Morstad@pgh.net

February 29, 200*

Mr. Mark Milar
Milar & Associates, L.P.A.
123 Forbes Avenue
Pittsburgh, PA 15111

Dear Mr. Milar:

I am very pleased to confirm in writing my acceptance of employment as an Associate Attorney with Milar & Associates following my law school graduation and sitting for the Bar examination. At this point, I expect to commence my employment on Tuesday, September 6, 200*.

Once again, I would like to emphasize my enthusiasm and desire to begin my legal career with Milar & Associates and I look forward to the challenges and experiences awaiting me as an Associate Attorney with the firm.

Very truly yours,

Rachel F. Morstad

ACCEPT OFFER OF SUMMER EMPLOYMENT

Karen Marker
1000 E. Carson Street
Pittsburgh, PA 15234
412-222-8888

April 12, 200*

Thomas J. Matters, Esq.
Prison Counseling Project
P.O. Box 123
City, State 12345

Dear Mr. Matters:

I received your letter of April 6, 200*, and your offer of employment as a law clerk of 40 hours per week at \$10.00 per hour. I accept your offer, and thank you for it.

I plan to arrive in town between May 10 and May 15. I can begin work at 8:00 a.m. on Monday, May 17. I plan to return to Pittsburgh for the fall term on August 14. Please let me know if those dates are not acceptable.

I look forward to seeing you next month.

Sincerely,

Karen Marker

LETTER ACCEPTING SUMMER JOB OFFER

George J. Student
34 Murray Hill, Apt. 345
Pittsburgh, PA 1555
(412) 555-0909
GeorgeJ@yahoo.com

March 1, 200*

Ms. Jeanne Darte
Consolidated, Inc.
55 Public Square, Suite 7200
Pittsburgh, PA 15999

Dear Ms. Darte:

This letter will confirm my acceptance of your offer for summer employment with the legal department of Consolidated, Inc. I am looking forward to meeting the rest of your staff, as well as beginning my employment. At this point, I do not know when I will be free to start. I should be able to let you know by the beginning of April after the examination schedule is distributed.

Thank you once again.

Sincerely,

George J. Student

DECLINE OFFER OF SUMMER EMPLOYMENT

Your Name
Your Address
City, State Zip

Date

James J. Jones
Firm or company name
Street address

Dear Mr. Jones:

I was flattered and honored to receive an offer of employment for the summer of 200* at your firm. I enjoyed this past summer at the firm, and have learned much from the professional and support staffs. Unfortunately, I must decline your offer. I have always had the desire to become involved in public interest law, and I hope to spend next summer working in this field in order to learn more about it, and to determine if this is the ultimate direction that my career path should take. I feel that only by working in both the private and public law sectors will I be able to make an informed choice regarding which field I should enter upon graduation from law school.

Thank you again for the opportunity you offered. My decision to decline the opportunity to work with your fine people was difficult to make. However, I wanted to let you know of my choice as early as possible so that you could better plan for the fall interviewing season.

I will look for you when you are on campus this fall.

Sincerely yours,

Your name