

Instructions: Complete the following tasks with your partners. They will help you gain a better understanding of the structure and purpose of rejection letters.

Task 1: Compare the Letters

Read the three letters quickly on the next two pages and complete the charts with the required information. When you finish, go to Task 2.

- **How did the letter begin and end?**

Letter 1	Letter 2	Letter 3
It begins with the recruiter acknowledging the skills of the applicant.	It tells the applicant the job is going to be for someone else.	This letter shows a lot of consideration to the applicant. It shows that they will take into consideration the person for another job.

- **What are some ideas that all of the letters expressed? In what order were they expressed?**

Similar Ideas
All of them gave reasons to reject the person for the position. Two of them said that the position was taken by someone else.

- **Imagine you wanted to write the perfect rejection letter. What words and phrases from these letters would you like to borrow? Copy/paste useful words and phrases here.**

Useful Words and Phrases
We appreciate your interest in and the time you've invested in applying for the opening. Unfortunately, our team did not select you for further consideration.

Task 2: Outlining a Letter

Based on what you learned about rejection letters, create a model for writing a good letter of this genre. How do you begin? What do you say next? Etc.

Candidate Rejection Letters

Step 1: Thank the person for the time taken in applying for the job position.

Step 2:

Step 3:

Step 4:

Etc.

Letter 1

Dear Jason,

Thank you for taking the time to meet with our team about the tech support role at Franklin's Electronics. It was a pleasure to learn more about your skills and accomplishments.

Unfortunately, our team did not select you for further consideration.

I would like to note that competition for jobs at Franklin's Electronics is always strong and that we often have to make difficult choices between many high-caliber candidates. Now that we've had the chance to know more about you, we will be keeping your resume on file for future openings that better fit your profile.

I am happy to answer your questions if you would like any specific feedback about your application or interviews.

Thanks again for your interest in Franklin's Electronics and best of luck with your job search.

Regards,

Julie Smith

Letter 2

Hello Susan,

We appreciate your interest in ULACIT and the time you've invested in applying for the English teacher opening.

We ended up moving forward with another candidate, but we'd like to thank you for talking to our team and giving us the opportunity to learn about your skills and accomplishments.

Candidate Rejection Letters

We will be advertising more positions in the coming months. We hope you'll keep us in mind and we encourage you to apply again.

We wish you good luck with your job search and professional future endeavors.

Best,

Mary Stevens

Letter 3

Dear Mr. Franklin,

Thank you for your application for the sales manager position at Start Tech. We really appreciate your interest in joining our company and we want to thank you for the time and energy you invested in your job application and interview.

We received a large number of qualified candidates and after carefully reviewing all of them, unfortunately, we have to inform you that this time we won't be able to invite you to the next phase of our selection process.

Though your educational qualifications are impressive, we have decided to move forward with a candidate whose work experience better meet our needs for this particular role.

We truly appreciate your expertise in sales and interest in our company. We hope you'll keep us in mind and apply again in the future. If you have any questions or need additional information, please don't hesitate to contact me by email jbrown@starttech.com or phone 555-6152. We wish you every personal and professional success in your future endeavors.

Once again, thank you for your interest in working with us.

Kind regards,

John Brown
Human Resources Manager
Start Tech

Candidate Rejection Letters

Activity 3: Use what you have learned about rejection letters in the previous activities to write a short letter using the information in the chart and the recommended stages.

Position: Sales Manager	Candidate: Jason Poole
Company: Big Deal Savings	Writer: Francis Winters

Stage 1: Greet

Stage 2: Thank

Stage 3: Reject

Stage 4: Justify

Stage 5: Leave the Door Open

Stage 6: Thank Again

Stage 7: Say Goodbye

Dear Jason

We appreciate your application for sales manager in Big Deal Savings. After reviewing all the candidates unfortunately we have decided to