

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
Begins: Thanks to the candidate for participating. Ends: Wishing luck	Begins: Appreciates the candidate for participating. Ends: Wishes good luck.	Begins: Says thanks to the candidate Ends: Gives hope (invites him/her to apply again).

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

Similar Ideas
They are all being thankful. They give the reason why they were not hired. They are being very hopeful and encouraging them. They give them their contact information. They all wish them luck.

- **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
• Thank you for your application • Unfortunately • We appreciate your interest • We will be keeping your resume • Apply again in the future • Contact me in case you have any questions

Candidate Rejection Letters

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.

Step 1:

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,

Candidate Rejection Letters

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.

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,

Candidate Rejection Letters

John Brown
Human Resources Manager
Start Tech

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