

According to the National Association of Colleges & Employers (*NACE*), employers rate Communication as one of the top competencies they seek in career-ready applicants. This is defined as the ability to “clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.” When pursuing opportunities for professional growth – whether you are following up about a job or internship offer, negotiating salary, or networking with a new contact, crafting a thoughtful, well-written (and brief!) email or message can help you stand out and showcase your ability to communicate effectively in a professional setting.

This guide provides examples for a variety of career-related situations where you may need to send a professional message.

Requesting a Career or Networking Conversation/Informational Interview

Sample Subject Line: Career Conversation Request from Villanova Student

Dear _____:

I am currently a sophomore at Villanova pursuing an English degree. I see from your LinkedIn profile that you are Villanova alum working in the publishing industry. Upon graduation, I hope to pursue a career in publishing for a company like Penguin Random House, and I would love the opportunity to learn more about your work and your career journey from Villanova to where you are now.

Would you be available for a 30-minute conversation about your work at Penguin? I would appreciate hearing about your experiences in the editorial department and any advice you might have for me. Thank you in advance for your consideration.

Sincerely, [Your Name on next line]

Key Points: Mention your connection to them (Villanova, referred from a personal connection, found on LinkedIn) | Explain why you are writing | Clearly state what you are asking for (do *not* ask for a job) | Specify a time limit | Express gratitude

Requesting to Connect on LinkedIn or NovaNetwork

To an alum: Hello, [name]. I'm a junior Biology major at Villanova with an interest in pharmaceutical research. As a Nova Biology alum, your work at Bristol Myers Squibb is very interesting to me, and I would love the opportunity to learn more about your career path. I appreciate your willingness to connect!

To a recruiter/connection: Hello, [name]. It was a pleasure to meet you at the Villanova Career Fair yesterday to discuss your internship program. I was very impressed with the innovative projects you are launching next year and just applied for the Sustainability Intern on Handshake as recommended. Thank you again!

Key Points: Mention your connection to them (Villanova, met at event, referred from a connection, found on LinkedIn) | Explain why you are writing | Clearly state what you are asking for & next steps (if applicable) | Express gratitude | 300 character limit for LinkedIn

Following up After Meeting at an Event/Fair

Sample Subject Line: Villanova Career Fair Follow-up

Dear [Name of Recruiter/Company Professional]:

It was a pleasure meeting you at the Villanova Career Fair yesterday. Thank you for sharing more information about your summer web development internship. I believe my Computer Science projects and coursework in coding and modern web design make me a great fit for the role. Additionally, I was excited to hear that you have a dynamic, team-focused environment, as I work best when collaborating with others. I think the group Google hack-a-thon we discussed during our conversation is a great example!

I have submitted my application on your company website, and I look forward to learning about next steps in the process. Thank you again for your time and consideration!

Sincerely, [Your Name on next line]

Key Points: Send within 24-48 hours | Mention where you met and thank them | Briefly restate what you discussed/what stood out to you | If you have a direct request or took action on something they recommended, say so | Express gratitude again

Following up After Applying for a Job or Internship

Sample Subject Line: Consulting Analyst Application Follow-up – [Your Name]

Dear [Name of Recruiter/Hiring Manager]:

I recently applied for the Consulting Analyst position at Accenture, which was posted on Villanova University's job portal *Handshake*. I learned about this position from Consulting Development Team Lead, Casey Kline, at the Villanova Career Fair last week. I had the opportunity to intern for a small technology consulting firm last summer, which provided me with the opportunity to work on technical problems with clients in a fast-paced team environment. I feel this experience will make me a strong asset in the Consulting Analyst role.

Is there anything additional I can provide to support my application materials?

I look forward to hearing from you regarding the next steps in the process. Thank you for your time and consideration.

Sincerely, [Your Name on next line]

Key Points: Mention the role you applied to and how you learned about it | Briefly state why you are a good fit/are interested in the role and/or company | Ask a direct question about materials or hiring timeline | Express gratitude

Following up After an Interview: First Message (a)

Sample Subject Line: Public Relations Intern Interview: Thank You!

Dear [Name of Interviewer]:

Thank you so much for meeting with me today to discuss my candidacy for the Public Relations Internship at Gregory FCA. After learning more about this role and the impressive client base you serve, I am very excited for the opportunity to join your team this summer. I also really enjoyed hearing your perspective on how AI and the rise of influencer culture is disrupting the industry.

I believe that my experience as the Public Relations & Marketing Chair of my sorority, as well as extensive coursework in public relations and advertising, will make me a valuable addition to your dynamic team.

Please don't hesitate to reach out if you have any additional questions. I look forward to hearing from you soon regarding the next steps in the process. Thank you again for your time and consideration.

Sincerely, [Your Name on next line]

Key Points: ALWAYS send a thank you | Write within 24 hours of interview | Express your gratitude | Restate your interest in the role | Mention something from the interview that resonated with you | Reassert your fit for the role | Show willingness for further engagement

Following up After an Interview - Second Message, if you haven't heard anything (b)

Sample Subject Line: Public Relations Intern Interview: Follow up

Hello, [Name of Interviewer]:

Thank you again for the opportunity to interview last month for the Public Relations Internship at Gregory FCA. When we last spoke, you mentioned that you expected to finalize your decision within a few weeks. I am still very excited at the prospect of joining the team this summer and wanted to check in on the status of my candidacy.

Do you have any updates on the hiring process?

Please let me know if there is anything additional I can provide as you make your decision. I appreciate your time and consideration.

Sincerely, [Your Name on next line]

Key Points: Be polite! | Mention the position and when you interviewed | Mention the past-due timeline if one was provided | Reaffirm your continued interest in the role | Inquire about the timeline or updates in the process | Show willingness for further engagement

Requesting an Extension on Offer Deadline (Job or Internship)

Sample Subject Line: Follow up on Job Offer for [position title]

Dear [Name of Hiring Manager/Recruiter]:

Thank you for offering me the full-time Finance Analyst role at Bank of America. I am very interested in the position and excited by the possibility of joining the New York office upon graduation. I understand that the offer deadline is [date specified]. This is an incredibly important decision, and I would like to respectfully request a deadline extension as I evaluate this offer and consider my next steps.

Would it be possible to extend my offer of employment until [specify date]?

Thank you again for your consideration. I look forward to hearing back from you soon.

Sincerely, [Your Name on next line]

Key Points: Be polite and positive | Request the extension | Propose a specific offer deadline that will give you enough time to make a decision but is not unreasonable for the employer | Be prepared for any response – yes, no, or a negotiation of dates

Negotiating Salary – No Competing Offers (a)

****Whenever possible, avoid conducting salary negotiations over email. A conversation gives you a better opportunity to emphasize your points, counter, and convince the hiring manager to see your value. It's also easier to say no to someone via email.****

Sample Subject Line: Follow up on Job Offer for [position title]

Dear [Name of Hiring Manager/Recruiter]:

I am writing to express my appreciation for your offer to join Bloomberg as a Data Analyst in New York. The prospect of contributing my strong analytical skills and passion for data-driven insights to an esteemed organization like yours is very exciting to me.

I believe that my academic achievements and project work in engineering combined with relevant internship experience in the field will help me achieve great results for Bloomberg. Before signing the offer, I would like to set up a time to discuss compensation and benefits. The salary offer I received is lower than I expected based on my research of comparable positions in the New York area.

Would you be available for a phone call in the few days to discuss this offer? **(OR)** Is there any room for negotiation on salary and benefits for this position?

Again, I am very interested in joining the Bloomberg team, and I look forward to speaking with you soon regarding my salary inquiry. Thank you for your time and consideration.

Sincerely, [Your Name on next line]

Key Points: Express excitement for the offer | Reinforce your value | Reference your compensation research | Directly address that you would like to discuss the salary offer or inquire about negotiation | Request a time to speak soon | Express gratitude

Negotiating Salary – Other Competing Offers (b)

Sample Subject Line: Follow up on Job Offer for [position title]

Dear [Name of Hiring Manager/Recruiter]:

I am writing to express my appreciation for your offer to join Bloomberg as a Data Analyst in New York. The prospect of contributing my strong analytical skills and passion for data-driven insights to an esteemed organization like yours is very exciting to me.

While Bloomberg is my top choice of employer, I recently received another offer with a higher starting salary [*disclose the # if you wish*]. I am wondering if there is any room to negotiate my compensation package to close this gap.

Would you be available for a phone call in the next few days to discuss?

Again, I am very interested in joining the Bloomberg team, and I truly believe I'd be a great fit. I look forward to speaking with you soon. Thank you very much for your consideration.

Sincerely, [Your Name on next line]

Key Points: Express excitement for the offer | Reinforce your value | If they are your top choice, say so | Address your desire to negotiate based on the other offer | Request a time to speak soon | Express gratitude | If there is a specific number you want, you can state it

Withdrawing from Applicant Pool (Accepted Another Offer)

Sample Subject Line: [Position Title] – Withdrawing Application

Dear [Name of Hiring Manager/Recruiter]:

I want to express my appreciation for including me in the interview process for the summer Human Resources Intern position. I greatly enjoyed meeting your team and learning more about your work. I recently accepted another offer of employment for the summer, and I must respectfully withdraw myself from the applicant pool. I wish you the best of luck in hiring for your internship, and I will definitely consider future opportunities with [name of organization]. Thank you again for the opportunity to interview.

Sincerely, [Your Name on next line]

Key Points: Respond promptly | Express gratitude for time and opportunity | Briefly withdraw | Don't over-apologize or explain | *If it feels appropriate*, express an interest in staying in touch for future opportunities

Accepting an Offer

Sample Subject Line: Job Offer Acceptance for [position title]

Dear [Name of Hiring Manager/Recruiter]:

I am thrilled to formally accept your offer of employment as a Research Technician at the Children's Hospital of Philadelphia!

As previously discussed and stated in the offer letter (which I have signed and attached below), my starting salary will be [*salary number*] with three weeks of paid vacation, health insurance available after 30 days, 401(k) matching, and a 4:1 hybrid work schedule.

Please let me know if there is anything additional you need from me before my start date in August. In the meantime, I look forward to connecting with my supervisor Jodi and the team on my first day. Thank you again - I am very excited to start at CHOP!

Sincerely, [Your Name on next line]

Key Points: Express gratitude | Officially accept the offer | Restate the basic terms of the offer | Ask about any next steps | Attach any paperwork they've provided for you to sign

Declining an Offer (Accepted Another Offer)

Sample Subject Line: Job Offer Response for [position title]

Dear [Name of Hiring Manager/Recruiter]:

I want to express my sincere appreciation for the offer to intern at ABC Company as a mechanical engineer. While I am grateful for the opportunity, I must respectfully decline your offer, as I have accepted an opportunity that more closely aligns with my career goals and future aspirations.

Please know that this was a difficult decision. I was very impressed with the organization and truly enjoyed meeting your team.

Thank you again for your time and consideration throughout this process. I wish you the best.

Sincerely, [Your Name on next line]

Key Points: Respond promptly | Express gratitude for time | Acknowledge the offer | Briefly decline | Don't over-apologize or explain | Show sensitivity (i.e. "difficult decision" or "carefully considered" | *If it feels appropriate*, express an interest in staying in touch

Declining an Offer (Just Not a Good Fit)

Sample Subject Line: Job Offer Response for [position title]

Dear [Name of Hiring Manager/Recruiter]:

I want to express my sincere appreciation for the offer to work as a Legal Assistant at Donohue & Associates. After considering this opportunity carefully, I have made the difficult decision to decline your offer. I was very impressed with your firm and the legal team I encountered during my interview, but I feel that my career goals and future aspirations are not the best fit for this position.

I greatly appreciate all the courtesy and hospitality extended to me by your office, and I wish you the best in your search. I hope we have the opportunity to connect at future conferences, and I would welcome staying in touch on LinkedIn.

Sincerely, [Your Name on next line]

Key Points: Respond promptly | Express gratitude for time | Acknowledge the offer | Briefly decline | Don't over-apologize or explain | Show sensitivity (i.e. "difficult decision" or "carefully considered" | *If it feels appropriate*, express an interest in staying in touch