

The background features a series of concentric, light gray circles of varying thicknesses, some of which are broken or incomplete, creating a dynamic, circular pattern on the left side of the page.

# **UF CAREER CONNECTIONS CENTER**

## **Professional Communication Guide**





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## Professional Communications Guide

Communication is the ability to effectively exchange thoughts and ideas with others through listening, speaking, writing, and nonverbal interactions. Your communication, whether it be in-person or via phone/e-mail is one of the first opportunities to showcase your strengths and value to a potential employer or graduate program. If you are graduating soon, be sure to use an e-mail address that you will still have access to when communicating via e-mail.

### Networking Correspondence

#### Sample E-mail for Informational Interview

Dear Mr./Ms. \_\_\_\_\_,

I am a second year Math major at the University of Florida interested in discovering more about the industry. I found your information through a LinkedIn search of the Miami metropolitan area and saw that you are also a Gator alumni. Through thorough research, I know that [Organization X] is a leading innovator in big data and I hope to be in a career with the same type of values of creativity, analytical thinking, and research.

Would you be open to having a brief 10 minute phone conversation to discuss career paths and what advice you have for stepping into the field of analytics? I understand that you are extremely busy and appreciate any time you may be able to offer.

My contact information is included, and I look forward to speaking to you in the near future. Thank you for your consideration and time.

Best,  
Your Name  
Your UFL email (or professional email)  
123-456-7890

#### Sample E-mail to Say Thank You

Dear Mr./Ms. \_\_\_\_\_,

I wanted to thank you for taking the time to meet with me this past week. The advice you gave about working in the field of journalism was helpful, and per your recommendation I reached out to Dr. \_\_\_\_\_ and we have a meeting scheduled this month.

Additionally, I have enthusiastically pursued career opportunities at [Organization X], [Organization Y], and [Organization Z]. I would love to continue to update you on my career path in the future and appreciate having you in my network of connections.

If I can ever help you with anything, please do not hesitate to reach out. Again, thank you for your time and valuable insights.

Best,  
Your Name  
Your UFL email (or professional email)  
123-456-7890



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## Business Cards

Business cards are beneficial for students for many reasons. They are an easy way to exchange information at conferences or impromptu meetings, standing out among other candidates, and establishing your personal brand.

<p><b>FIRST NAME LAST NAME</b> firstname.lastname@ufl.edu 123-456-7890</p> <p><b>University of Florida</b> College of Public Health and Health Professions Bachelor of Health Science, May 20XX</p>
<p>Seeking position as a Certified Nursing Assistant</p> <ul style="list-style-type: none"><li>• CPR/AED Certified</li><li>• Language skills: Spanish (fluent)</li></ul> <p><a href="https://www.linkedin.com/in/alberta-gator">https://www.linkedin.com/in/alberta-gator</a></p>

## Letters of Recommendation

Dear Mr./Ms. \_\_\_\_\_,

I hope you have been doing well since our research in the Speech and Hearing Lab has concluded. As one of my mentors and someone who has helped shape my career path, I am writing to see if you would be interested in providing a letter of recommendation for my application to graduate programs in the field. The deadline to receive all recommendation letters is October 15, 20XX and I wanted to give you ample time because I know that you have a busy workload and schedule.

My resume and personal statement are attached to this email so you are able to see the other involvement and leadership I accomplished while also being an assistant in your lab.

Please let me know if you are also interested in providing this letter of support and if there are any other documents or materials you may need to help you with this.

Best,  
Your Name  
Your UFL email (or professional email)  
123-456-7890

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## The Job Search

Throughout your job search process, it is ideal to communicate via phone or in-person. E-mail communication can be used for follow-up after initial conversations.

### Sample E-mail for Upcoming Interview

Dear Mr./Ms. \_\_\_\_\_,

I am a Psychology student at the University of Florida, with a concentration in neuroscience. While reviewing the website for internship opportunities at [Organization X], I saw a position posted in your department. I am extremely interested in the position and would like to learn how I can stand out in comparison to my fellow candidates.

Will you be willing to fit me in your schedule for a brief phone call to discuss the environment at [Organization X] and experiences you or participants have had with the internship program?

My contact information is included, and I look forward to speaking to you in the near future. Thank you for your consideration and time.

Best,  
Your Name  
Your UFL email (or professional email)  
123-456-7890

### Sample E-mail Asking for Additional Time to Accept an Offer

Dear Mr./Ms. \_\_\_\_\_,

Thank you for offering me the position of Management Intern at [Organization X]. The position aligns very closely with my career goals and I am grateful for this opportunity. I am writing to let you know that I have a previously scheduled interview, and ethically, it is important to me to honor this commitment. In order to make an educated decision, I was hoping to be granted an extra week to confirm or deny the employment offer at [Organization X].

Please let me know your thoughts and if you need anything else from me in the interim.

Best,  
Your Name  
Your UFL email (or professional email)  
123-456-7890



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## The Job Search

### Sample E-mail Asking for an Accelerated Offer Timeline

Dear Mr./Ms. \_\_\_\_\_,

Thank you again for the opportunity to interview with [Organization X] for the position of Associate Consultant. This position continues to be the most aligning with my career goals and where I truly feel I can bring my strengths of leadership, research, and community service to contribute to the organization.

I wanted to inform you that I have received an offer from another organization and have been given a deadline to respond. The position at [Organization X] is my preferred choice, and I am hoping to receive an offer from you before having to make a decision with the other organization.

Thank you for your time and consideration. I am looking forward to hearing back from you.

Best,  
Your Name  
Your UFL email (or professional email)  
123-456-7890

### Sample E-mail for Accepting a Job Offer

Dear Mr./Ms. \_\_\_\_\_,

Following up to your call earlier today, I am writing to express my excitement and gratitude about accepting your employment offer at [Organization X] today, November 21, 20XX. I am looking forward to being part of the team and to be part of the [Organization X] community. Thank you again for the opportunity.

As discussed, my starting salary will be [\$45,000] with health, dental, and life insurance benefits provided immediately. I look forward to starting employment on January 13, 20XX and would be happy to provide any additional documents necessary prior to then.

Best,  
Your Name  
Your UFL email (or professional email)  
123-456-7890



# UF CAREER CONNECTIONS CENTER

## The Job Search

### Sample E-mail for Declining a Job Offer

Dear Mr./Ms. \_\_\_\_\_,

Thank you very much for extending the offer of Risk Analysis Intern at [Organization X]. I have appreciated your time in discussing the position with me during the interview process and having the opportunity to meet you and your colleagues.

The position is interesting to me in many ways when I think about how I could grow in my career and develop as a professional. However, after a challenging decision, I believe it is best to decline the offer based on next steps that are more appropriate for my career path.

Again, I am grateful for your time and consideration and hope to cross paths with you in the future.

Best,  
Your Name  
Your UFL email (or professional email)  
123-456-7890

