

FOLLOW-UP LETTER AFTER A REJECTION

82 Abbott Way
Chelmsford, MA 07712
November 12, 2010

Mr. Jon Campbell, Headmaster
Hollow Way School
42 Learners Lane
Collegeville, MA 01110

Dear Mr. Campbell:

Thank you for your letter of November 10 informing me of your decision to offer the position of Math Instructor to another candidate. I am sure, as you indicated, that the applicant pool contained quite a few qualified candidates.

I would appreciate your keeping my credentials in your active file against the possibility of a future opening. I feel strongly that my background of three years of college tutoring in math, my GPA in the math major, and my position as Chair of the Ultimate Frisbee Club on campus, qualifies me as a viable teaching candidate at your school. I would be able to lead and guide students not only in the academic, but in the social area.

I have enclosed another copy of my resume for your files, and will call your office in a few months to see if any other positions in my area have become available. Again, thank you and your staff for your consideration during the interview process. I look forward to meeting you again, and hopefully working with you in the future.

Sincerely,

Henry Bates

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[Note: Think this letter is too pushy? Too "over the top?" Not so! It's a polite, professional acknowledgement of rejection, and an honest description of skills. Try it. You never know what might happen.]