

Marketing Class Starter

Name:

Follow Up Letter vs. Letter of Resignation

Using the website <http://jobsearch.about.com/od/interviewsnetworking/a/after-job-interview.htm> and

<http://jobsearchtech.about.com/od/resumesandletters/a/letrofresign.htm> answer the following:

1. A follow up letter is used to
2. A letter of resignation is used to
3. What is one very important item to include in a letter of resignation?
4. When finishing up in an interview, it would be helpful to collect \_\_\_\_\_  
\_\_\_\_\_ in order to have contact information.