



Engineering Co-op & Career Services
www.coop.eng.umd.edu
301.405.3863



∴ Job Offers

ACCEPTING A JOB OFFER

Once you start interviewing, you may begin to receive job offers. Our advice is not to accept a job offer on the spot, rather, take time to review your options. Weigh your choices carefully and evaluate each position and how it fits with your career goals. If you receive an offer, but are still waiting to hear from other employers, BE HONEST! In other words, explain your situation and ask for an additional week or two to make a final decision. (Don't wait until the last minute to ask for an extension; this looks like you are not planning ahead.) Be appreciative of the offer, be tactful, be careful....you may end up working for this person after all. It is also appropriate to call the employers you are still waiting to hear from to tell them you have received another offer and ask when they are planning to make their decision. If you are not sure how to handle one or more offers, as always, you are welcome to discuss the situation with a Co-op Office staff member.

Another reason you may not want to accept an offer on the spot is that **once you accept an offer, whether it be verbally or in writing, you are obligated to that position even if you get a better offer later.** Telling an employer "no" after you have already said "yes" is unethical and unprofessional. Once you have accepted a job offer you may not consider any other positions. You should immediately stop interviewing, cancel any further interviews, and notify all employers who are still considering you.

And finally, all students (not just co-op students) must notify the Co-op Office once they have accepted a position. If you don't notify us, we will continue to send your resume to employers, which is a poor use of everyone's time. It is also important for our office to know who we have helped! **Co-op students** must also register for ENCO 098 or 099 (see "*Co-op Supplement*" section of this packet).

Sample Letter of Acceptance

123 Elm Street
College Park ,MD 20742

November 4, 2004

Michelle McKinney
Human Resources Assistant
B&B Engineering
2020 Langley Drive
Philadelphia, PA 23874

Dear Ms. McKinney:

Thank you for your offer of employment as a co-op at B&B Engineering. I am excited to accept your offer and I look forward to beginning work next semester at your Gaithersburg, Maryland site.

You indicated that I will be receiving a salary of \$13.00 per hour, and I will have initial duties reporting to Andrew Chun. As your offer stated, I will begin work on January 15, 2005 at 8:30 AM. In the meantime, please let me know if I can provide you with any further information.

Again, thank you for offering me this exciting opportunity. I look forward to working at B&B Engineering.

Sincerely,

(Signature here)

DECLINING A JOB OFFER

Applying for positions through the Engineering Co-op Office does not obligate you to accept a job offer. However, if you choose to decline a job offer, do so courteously, in writing, after making a phone call. Keep in mind these tips when declining a job offer:

- Avoid saying anything negative in writing about the employer, even if you had a negative experience.
- If you choose to decline an offer because another offer is a better fit for your interests and goals, it is fine to state this, without giving details about why the declined offer is not the best fit. It is not necessary to state whose offer you accepted, but you may do so if you wish.
- Remember that this employer may be a contact for you in the future. Be professional and courteous.

Sample Decline Offer Letter

123 Elm Street
College Park, MD 20742
March 18, 2005

Patricia Blum
TRB International
1000 Wisconsin Ave., NW
Washington, DC 20007

Dear Ms. Blum:

Thank you very much for your telephone call and letter offering me the position of Summer Intern with TRB International. While I appreciate the challenging opportunity you offer, I have received another offer which I believe more closely matches my current career goals and interests. Therefore, although it was a difficult decision, I must decline your offer. I do appreciate all the courtesy and hospitality extended to me by your office, and I wish you well in your endeavors.

In the position I have accepted with Woodson Consulting, I will be attending the IEEE Conference this July in Raleigh, NC, so I hope to see you there.

Sincerely,

(Signature here)

Joseph Ware

