

In some cases you may need to request additional time to make a decision on a job offer. This is permissible; however, the employer is not obligated to grant it. Above all, be sure you have a legitimate reason for requesting an extension. Are you waiting to hear from another employer about an offer, or are you just hoping to get more interviews? Remember, it is unethical to accept a job offer and continue to interview with other employers. Instead, request an extension before officially accepting an offer, but do not wait until the last minute and appear that you do not plan ahead for wise decision-making. Be tactful and diplomatic in your wording. Consult a College Career Consultant if you need assistance with your individual situation.

### **Request for an Extension**

**(Use the same letterhead & contact information found on all correspondence & résumé.)**

Date

Dr. Thomas G. Jones  
Circuits Are Us  
2300 Main Street  
Portland, OR 90001

Dear Dr. Jones:

Thank you for your telephone call and letter of last week offering me the position of Programmer with Circuits Are Us. I am excited about the opportunity this position offers both in terms of job duties and location.

You asked that I make a decision by March 22, next Friday. This is an important decision, and I do not have all information needed to make a wise decision by that date. As such, is it possible to request an addition week before making this important commitment? Such an extension would be much appreciated, and I assure you that a firm decision can be reached by that date. Thank you very much for consideration of my request.

Sincerely,

(Your Signature)

Stacy Student