

Thank You Notes

An important tool in both your personal and professional life, Thank You Notes communicate your gratitude for the opportunity, time, or knowledge that a potential employer or professional contact has given you.

What is the purpose of a Thank You Note?

Thank You Notes are a great way to not only thank the employer for their time in meeting with you, but to reiterate that you are interested in the position. It can add a positive impression of you or be the extra boost to help an employer choose between you and another candidate.

When should I write a Thank You Note?

- After an interview – job, internship, etc.
- After an informational interview

Do's and Don'ts for Writing a Thank You Note:

- DO send a Thank You letter within 48 hours of the interview.
- DO send a handwritten Thank You Note if possible. Emails are appropriate if the employer is making a quick hiring decision, or for informational interviews.
- DO NOT send out a generic Thank You. Customize it with what you spoke to the individuals about, or something they said that resonated with you.
- DO NOT send one email to their whole team. Make sure you get the business cards of each person you meet with, so you can send individual emails.
- DO NOT hand the employer a Thank You Note at the end of the interview.
- DO NOT forget to sign the Thank You Note if you send it by mail.
- DO NOT make your Thank You Note longer than a few sentences.
- DO PROOFREAD!!

Examples:

Dear Mr. Locker,

Thank you very much for the opportunity to interview for the position of Teacher's Assistant yesterday. I enjoyed speaking with you, meeting other members of the staff, and the opportunity to learn more about this position. I am very interested in this position and the opportunity to join your team.

This job feels like a very good match between my skills and experience, and the responsibilities of this job. Again, thank you for considering me for this wonderful opportunity. Please let me know if you have any additional questions or need any information. I look forward to hearing from you.

Best regards,

[Your Name]

Dear Ms. Smith,

Thank you for taking the time to meet with me yesterday to discuss career paths in Economics. It was helpful learning about your wealth management background, and I appreciate you providing feedback on my resume.

You mentioned the possibility of shadowing you at work for a day, and I would greatly appreciate this opportunity. Please let me know whenever would be most convenient for you.

I look forward to connecting again soon. Thank you again.

Sincerely,

[Your Name]