THANK-YOU LETTERS

THANK-YOU’S
Thank-you notes are a great way to follow up with anyone who has helped you during the employment process.
Try and get their email/other contact information during the first meeting, and send your thank-you within 24 hours of interaction. This can be done through many different formats, such as LinkedIn or email.

WHAT TO INCLUDE
Keep your thank-you short, personable, and interesting. Highlight specific points from your interaction and attempt to reiterate your desire to learn/work with the company. Do not make your letter generic; here are a few suggestions to help you compose your letter, but remember to keep it short and to the point:

• What was discussed in your interaction
• Something nice they did to help you (answer questions, lunch, advice, etc.)
• Highlights from your discussion
• Why you are interested in working with his or her company
• What impressed you about their company, interview, office, work culture, etc.
• A mutual connection point (from the same state or city, same university, etc.)

Note: If you choose to make a handwritten note and your handwriting is hard to read, consider typing and printing it out instead.

EMAIL-SPECIFIC INFORMATION
• Subject line should be: Thank You.
• Text should be left justified (no indented paragraphs)
• Formatting should be professional with a tailored opening and closing (Dear, Sincerely, etc.).