Thank-You Letters

AT A GLANCE...

• Write thank you letters to help you make lasting and positive impression.
• Learn what to include in the thank-you note and how to format a thank-you email from the below examples.

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.
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- Something nice they did to help you (answer questions, lunch, advice, etc.)
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**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.)