

THANK-YOU LETTERS

Page 1



At A Glance

- Write thank-you letters to help you make a lasting positive impression
- Know what to include in the thank-you note
- Learn how to format a thank-you email

Thank-You's

Thank-you notes are a great way to follow up with anyone who has helped you during the employment process. Try to get the person's contact information (email, phone) 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, email, or a hand-written card.

What To Include

Keep it 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. Consider including:

- Something nice they did or said
- Highlights from your discussion
- Re-emphasize your interest in working with the company
- What impressed you about the company, interview, office, or work culture
- A mutual connection point (from the same state or city, or same university)

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: Thank You.
- Text should be left justified (no indented paragraphs)
- Formatting should be professional with a tailored opening and closing (Dear, Sincerely).

THANK YOU LETTERS

Page 2

Example Letter

Date

Dear Mr./Ms. _____,

Thank you for (specific service or offering).

A thoughtful statement of impact/take-away/meaning for you personally_____.

Restate the thesis (Thanks again for the time you spent...)_____.

Closing,

Your Full Name