Thank-you notes are a great way to follow up with anyone who helps you during the employment process. Send a thank-you note via email within 24 hours of the interaction. A hard copy thank-you letter sent the following day is appreciated in most industries.

**WHAT TO INCLUDE**

Keep your letters/notes short, interesting, and personable. Do not make them generic. Highlight specific points and reiterate your desire to work with the company. Consider sending a letter or note to everyone you interacted with, including secretaries, receptionist, and other people you met during the process. Here are a few prompts to help you compose your message, but remember -- keep it short!

- What was discussed during your interview
- Something nice they did to help you (i.e. travel plans, lunch, advice)
- What you liked most about your interview
- Why you are interested in working with them
- What impressed you about the organization, interviewer, office, etc…
- A connection you made (i.e. you are both from Boston)

* Note: If your handwriting is indecipherable, consider typing it out.

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**EMAIL-SPECIFIC INFORMATION**

- Subject line should be: Thank You
- Text should be left justified
- Formatting should be the same as your hard copy

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**EXAMPLE**

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Opening: Dear Mr. or Ms.,

1) Thank you for _____________
   (what the individual did for you).
2) Something specific in the conversation
3) Mention references (if applicable)
4) Restate your thanks and you look
   forward to hearing from them.
5) Closing: Sincerely, regards, warmest
   appreciation, etc.

Regards,
Your Name
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