

# WRITING THANK YOU NOTES



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## Thank-You Notes

### Why should you write Thank-You Notes?

People like being appreciated; thank you notes are a means of expressing this appreciation and gratitude. People are more likely to help you if you notice the nice things they do for you. In regards to interviewing, thank you notes are crucial to landing a job.

Thank-you notes should:

- Reaffirm your interest in the company, employer, or industry.
- Jog the interviewer's memory and to remind him/her of your interview.
- Illustrate that you are courteous and professional.

### When are Thank-You Notes appropriate?

After:

- Job interviews (this includes in-person interviews and phone interviews).
- Informational interviews.
- Someone has helped you with your job search process (e.g., referred your resume to someone else, offered you contact information, etc.)
- Someone has helped you with anything!

### Email or Post?

Judge how to send a thank-you letter by your previous communications with the employer. For example, if the employer has contacted you via email, feel free to send your thank you note the same way. However, make sure to follow it up with a typed note to show that you are not overly casual. Emails are expected in today's tech age, but a well-written, physical note can make you the memorable candidate. Email thank-you notes have one clear advantage over their snail mail counterpart: They can put your name in front of the interviewer on the same day -- sometimes within hours -- of your interview.

Mailed Thank-you Notes:

Should it be handwritten or typed? A typed thank-you is appropriate. Not only will you show that you are business-like, you'll also prove that you know how to put together the salutation, format a letter and sign off. Handwritten notes show care and thoughtfulness, but also require clean and legible handwriting. Handwritten notes are especially appropriate if you'd like to extend your thanks to others in the office (eg receptionist, assistant) who you felt helped you out.

### When should you send Thank-You Notes?

All Thank-You notes should be sent promptly.

Job-Related Thank-You Notes: Send your email immediately, then get your physical note in the mail by the next morning and consider sending it priority-mail. Your thank you note should always be sent within 24 hours of your interview.

### What should you say in a Thank-You Note?

- Express gratitude for the opportunity to interview or for the job search assistance.
- Mention aspects of the interview/interaction that were of particular interest to you.
- Add something you may have forgotten to say that is relevant to your job search or application.

**Do:**

- Be concise and genuine
- Proofread for spelling and grammar mistakes
- Use a professional tone
- Send personalized thank you notes.
- Create a professional “look.” Use simple, high quality stationary. Use a good black or blue pen.

**Do not:**

- Write an essay.
- Use CC to email an interviewer
- Copy a template.
- Use informal phrases. Ex: “Hey!”, “Hope you are well,” or “How are you?”
- Send a ‘group thank you’ to the office.
- Just send a note to your primary contact; send one to everyone you meet with during your visit, and to the people who helped you get there.

**Thank-You Note Outline:**

Header and date

Greeting: Dear + name of recipient

Thanks for their thoughtfulness, the action. Specify the act of kindness, what they helped you with.

Include additional details about favor or interview. Elaborate.

Repeat thanks.

Professional close: Best regards, Sincerely. Sign your name!

### **Sample Thank-You Notes**

Make sure to include address headers when sending a physical Thank you; leave them out when sending an email. Please note, many students use these as examples. It has been and will be noticed, if you copy verbatim from these examples.

#### **General Thank-You via Post Example:**

Alli Gator  
Macalester College  
1600 Grand Avenue  
Saint Paul, MN 55105  
651.696.6015 (your number)  
agator@macalester.edu  
December 1, 2013

Sam West  
10100 Santa Monica Boulevard  
Suite 1500  
Los Angeles, CA 90067

Dear Sam, (or Mr./Ms. West),  
Thank you for all the help you have given me with my job search.

I especially appreciate the information and advice you have provided, and the contacts you have shared with me. Upon your advice, I am following several industry leaders and organizations on LinkedIn and started listening to the podcasts you suggested too. Your assistance has been invaluable to me during this process.

Again, thank you so much. I greatly appreciate your generosity.

Best Regards,  
Alli Gator

#### **Informational Interview Thank-You Email Example**

Dear <INSERT ALUM'S NAME>,

Thank you for taking the time to meet with me today. I am grateful for the time you spent reviewing my career objectives and recommending strategies for achieving them. I especially appreciate your offer to connect me to others in your network. I plan on following up with the contacts you emailed me right away. I will also use the online networking resources you recommended to further my job search. Any additional suggestions you may have would be welcome. I'll update you as my search progresses.

Again, thank you so much for your help. I greatly appreciate the assistance you have provided me.

Best Regards,  
<INSERT YOUR NAME, Your Major>

### **Job Interview Thank you Example #1**

Dear Mr. Smith,

It was a pleasure meeting with you yesterday. Thank you for giving me the opportunity to speak with you about the marketing analyst position at Apfel. I am extremely excited about the position and believe that my skills and interests are a good match for the company. As we discussed, while interning at American Marketing Company, I completed a project that is similar in nature to the work that I would be doing at your company. Developing new business presentations for sports initiatives was my greatest accomplishment at American Marketing Company and I believe that I could make an immediate contribution to Apfel.

Thank you again for your time and consideration. I look forward to hearing from you.

Sincerely,

Lee Karl

Macalester College Economics and Political Science Major

### **Job Interview Thank you Example #2**

Dear Ms. Howe:

Thank you for taking the time to meet with me on Wednesday, September 30. I enjoyed talking with you about the summer associate program at your firm. Please also extend my thanks to Donald Dows and Cheryl Johnson.

I am enthusiastic about the possibility of a summer position with Jones, Jones & Smith because of my strong interest in labor and employment law. I enjoyed discussing recent changes to federal employment discrimination law with you and was interested to learn more about your work with the International Brotherhood of Teamsters. I believe that my current research in employment law, in addition to the research and writing skills I am gaining as a member of the Macalester Law & Society Review, will be an asset to your program.

If you require any additional information, please do not hesitate to let me know. Thank you again for your time and consideration.

Sincerely,

Jo Scot

Macalester College Sociology Major

**Notes:**

**Next Steps:**

<p><b>Highlighted CDC Services</b> <b>Career Counseling Appointments for:</b></p> <ul style="list-style-type: none"><li>• Clarify strengths &amp; interests</li><li>• Discuss potential career plans</li><li>• Review resume</li><li>• Plan job search strategies</li><li>• Interview prep</li></ul> <p><b>Networking &amp; Personal Branding:</b></p> <ul style="list-style-type: none"><li>• Tools to Access Mac Alumni</li><li>• Social Media Inventory</li><li>• LinkedIn Profile Review</li></ul>	<p><b>Complimentary CDC Guides</b></p> <ul style="list-style-type: none"><li>• Resume &amp; C.V. Guide</li><li>• Job Search Skills</li><li>• Informational Interviewing</li><li>• Developing a Professional Online Presence</li></ul> <p><b>All guides are available for download on the CDC Web site.</b></p>
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Need help? Questions?

- Scheduled 30- or 60-min. appointments
- Drop-in Appts: M-F: 2-4pm
- Appointments in person, phone & Skype.

Connect with CDC

