



Thank You Notes

Being able to write a well-composed thank you note is an essential skill that reaches beyond the bounds of business. The use of a thoughtfully constructed note (or poorly written one for that matter) can have great impact on an employer or contact. Thank you notes can establish good will, express appreciation, and distinguish you from other candidates. You may use the card to reinforce points made during the interview, to correct any missteps, or to assert *briefly* any points you failed to make. You should always thank someone who has taken the time to help you as soon as possible. You may prefer to send a thank you email, which is a quick and easy way to show gratitude immediately and at times is more appropriate for small favors. However, it is always a good idea to *send a hand-written note* as well, especially if someone made great efforts on your behalf or after a job interview.

When to Send a Thank You Note/Email

- After a job interview.
- After an informational interview/networking appointment.
- After a networking contact has taken the time to critique your resume, do a mock interview, pass along information about a job opening, or other proactive help.
- Anytime someone has gone out of their way to assist you.

Thank You Note Tips

- Use good stationery in a simple design, nothing too flashy or loud.
- A thank you note is ineffective if the person cannot read it, so try to write neatly. If your handwriting is shaky, find someone to pen the note for you, and then personally sign it.
- Take the time to personalize the message in the note. Refer to a common interest you discussed or reaffirm a point you made in the interview. You **do not** want the note to read like a script.
- Be sure you spell the name of the person correctly and address the correct person in the note! This can be an issue if you have been seen by more than one person or company in a short period of time. Try to collect business cards and write notes soon after to avoid confusion.



Sample Notes

After an interview:

Dear Mr. James,

Thank you for taking the time to interview me for the Senior Analyst position. After speaking with you, I am convinced that I am the right candidate, with the appropriate experience and future vision, to move your company forward.

In particular, you expressed the importance of fit among team members. After meeting with the group last week, I felt a strong rapport was built and that common goals were held by all. With this in mind, I know that I can apply these same skills as we move together to reach the three company goals we discussed during the interview.

Again, I appreciate the time you took to see me. I am very excited about this opportunity and look forward to hearing from you soon.

Sincerely,

Don Smith

In response to a networking opportunity:

Dear Ramin,

Thank you for your time yesterday at the party. I enjoyed talking to you about Frito Lay's marketing process and your job. Thanks also for your advice on how to start thinking about my career path.

My finance background is strong, and I will be thinking about career paths in that area; but, I also know that I will explore other areas such as marketing. I was very impressed with the team of presenters and the fact that Frito Lay seems to promote an entrepreneurial spirit, and I appreciate the corporate culture that is promoted.

Thank you again for your time, and I look forward to pursuing the next step with Frito Lay.

Sincerely,

Marion Gold



After an informational interview:

Dear Ms. Preston,

I just wanted to take the time to thank you for speaking with me the other day. I am really appreciative of the insight you were able to give me on consulting work. Your advice and guidance allowed me to make my final decision to pursue consulting exclusively.

After speaking with you, I am confident that I am on the right track and will be looking for an appropriate internship soon. Also, I am grateful to you for providing me with the contact information for your colleague at Wainwright Inc. I will be contacting him sometime this week about the opening you mentioned.

Again, I truly appreciate the time you afforded me. Thank you for being so open.

Kind regards,

Casey George