

FIRST STEPS

- ✓ Remember the name of the person or people who interviewed you so that you can personally address the letter to them.
- ✓ Make yourself and your interview stand out by taking the time to make a personal connection with the interviewer.

PURPOSE

A thank you letter should be sent after you meet a networking contact, after an informational interview or job shadowing experience, or scholarship interview. The general purpose of a thank you letter is to show gratitude to the contact for his or her time and information. A thank you letter also provides you with another chance to remind an interviewer of your interest in the position and the skills that you have to offer.

TIMELINESS

Thank you letters should be sent promptly after the interview (within 24 hours if possible), because you will still be on the contact's mind. Timely thank you letters make a good impression on a person considering you for a job or potential member of your long-term network. Timeliness is particularly important in potential employment situations where the employer might make a quick hiring decision.

FORMAT

Depending on the situation and the contact to which you are writing the letter, you can choose between a hand-written note, a typed letter, or an email. If you have a more casual contact or if the organization for which you are interviewing is a small business or non-profit organization, it might be more appropriate to send a hand-written note or card. In cases of dealing with a large corporation or a more formal business contact, you might consider a business letter format or an email. Lastly, an email format would be recommended if you are interviewing with a group who may be making their hiring decision in a very short time frame from when you interview to ensure they get your contact before then.

ADDRESSING

Ideally, you should send a separate thank you letter to each person with whom you had contact. If you were a part of a panel interview, you should send a letter to each interviewer if possible. If for some reason you were not able to get everyone's full name, consider contacting an administrative associate with the company or organization to obtain more detailed information about proper spelling, address, and so forth. You might even be able to get business cards from your interviewers before you leave the interview!

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IMPACT

In many cases, a simple thank you letter addressing your genuine interest and gratitude can make the difference between being hired and being overlooked. Amidst a job search, you should look for any opportunity to set yourself apart, whether by including a tailored cover letter or making a follow-up phone call directly to an employer to introduce yourself after you send in an application. It is assumed only 10% of candidates send a thank you letter, so take the time to make yourself stand out!

SUGGESTED THANK YOU LETTER FORMAT AND EXAMPLE

August 9, 2011

1947 Grace Avenue
Springfield, Illinois 10281

James R. Quinn, Director
Personnel Department, Davis Enterprises
22900 Cambridge Street
Boston, Massachusetts 01181

Dear Mr. Quinn,

Thank you for the opportunity to interview yesterday for the Sales Trainee position. I enjoyed meeting you and learning more about Davis Enterprises. You have a fine staff and a sophisticated approach to marketing.

Davis Enterprises appears to be growing in a direction that matches my career goals. Your organization's new emphasis in online advertising parallels my interests in utilizing the internet as a marketing tool. The interview with you and your staff confirmed my initial positive impressions of Davis Enterprises, and I want to reiterate my strong interest in working for you. My prior experience in operating office equipment plus my training in communication would enable me to progress steadily through your training program and quickly become a productive member of your sales team.

Again, thank you for your consideration. If you need any additional information, please feel free to call me at (444) 222-7777.

Sincerely,

Cary Harmon

PARAGRAPH 1: THANK THE INTERVIEWER FOR HIS OR HER TIME, AND THEN MAKE SOME MENTION OF THE INTERVIEW.

PARAGRAPH 2: REITERATE YOUR INTEREST IN THE POSITION AND REMIND THE INTERVIEWER OF YOUR RELEVANT SKILLS AND EXPERIENCE. STRESS THE "FIT" BETWEEN YOU AND THE COMPANY.

PARAGRAPH 3: EXTEND FINAL THANKS AND INDICATE WHERE YOU CAN BE REACHED.

NEXT STEPS

- ✓ Come to the MU Career Center to talk with someone about your job search and to schedule a mock interview.
- ✓ Visit our Handouts link on <http://career.missouri.edu/resources> to download other handouts in our Job Search Preparation series.