

# Thank You Letters



Only 5% of interviewees send a follow-up thank you letter. Use this simple tool to stand out from other candidates and get your name in front of the hiring manager one more time. Be sure to send the thank you letter 24-48 hours after the interview, or no more than one week later.

## Points to Remember:

- Your letter should be printed on good quality, 8 ½ x 11 paper.
- Follow standard business letter format guidelines, shown in the following sample.
- Be specific in listing the date of your interview and the things you spoke about during the interview.
- Be professional in your writing, as a thank you letter is still a business communication.
- Don't be too wordy. You only need to remind the employer of a few specific points.
- A hand-written letter is also acceptable and occasionally conveys a more personal touch.
- While some employers appreciate receiving thank you letters through email, most still prefer a hard copy.
- Don't forget to sign your name by hand at the end of the letter.

## Parts of a Thank You Letter:

- **First Paragraph** – In this paragraph, you want to complement the interviewer on their company. Thank them for their time and be specific about the dates of the interview.
- **Second Paragraph** – In the second paragraph, you should explain how your skills and background experience qualify you for the position you are seeking.
- **Third Paragraph** – Here you should thank the interviewer again for their time and express your interest in hearing back from them in the near future.

The following is a sample thank you letter to send after an interview. Use it as a starting point to create your own tailored message.

The second letter is an example of a thank you letter to send after an internship to your supervisor or other coworkers that served as your mentor. In the letter you should express your appreciation for the experience, a sense of what you learned, your current contact information, and gratitude for any references they may have written for you.

## Sample Thank You Letter

555 Hillsborough Street  
Raleigh, NC 27666  
February 27, 20xx

Mr. James Smith  
My Food Company  
123 Jones Lane  
Raleigh, NC 27612

Dear Mr. Smith:

Thank you for the opportunity to talk with you this week about the Laboratory Technician position. My interest in the position increased as we talked about the responsibilities and projects that I would have the opportunity to direct.

Since the interview, I reviewed the *Science* research article you mentioned. As you indicated, the research results were similar to what I discovered in my senior project. I am eager to continue this type of research and laboratory work in the position we discussed.

I look forward to the possibility of working with My Food Company. I look forward to hearing from you in the next week.

Sincerely,

*Wanda Jones*

Wanda Jones

## Sample Post-Internship Thank You Letter

August 13, 20xx

Ms. Susan Smith  
Director, Public Relations  
XYZ Corporation  
225 Washington St  
Boston, MA 02145

Dear Susan,

I would like to take the opportunity to thank you for sponsoring my internship this summer with XYZ Corporation. My experience was extremely rewarding. In addition to sharpening my writing and editing skills, working in direct contact with the media, and maturing professionally, I thoroughly enjoyed working with such a great team of people. It was a pleasure to watch and learn from my fellow colleagues.

In particular, I want to thank you for the time you spent with me discussing my professional development. Our weekly meetings were very helpful and provided me with insightful constructive criticism of my work. The research I conducted for my report on the strengthening of media relationships and public visibility was quite interesting. I hope the report has provided the public relations department with some solid data and fresh ideas. If anyone has questions about my report or the methodology of my research, I can be reached via email at [jane.sample@yale.edu](mailto:jane.sample@yale.edu).

In addition, thank you for agreeing to write a letter of recommendation on my behalf. It will be particularly valuable to me as I search for full time positions next spring. I will contact you periodically to let you know how my career quest is progressing.

Please extend my thanks and appreciation to the entire public relations team for such a substantive internship experience.

Sincerely,

A handwritten signature in black ink that reads "Jane Q. Sample". The signature is written in a cursive, flowing style.

Jane Q. Sample  
175 Whitney Avenue  
New Haven, CT 06520

\* letter taken from Yale Undergraduate Career Services website, <http://yale.edu/career>, "Succeeding at the Internship"