

## THANK YOU LETTER INSTRUCTIONS

Thank you letters are a critical part of your job search and a critical step in the interviewing process. It is important to send a thank you letter immediately after an interview. However, keep in mind, interviews are not the only occasions to send thank you and follow-up letters. It is recommended that you send a thank you to anyone who assists you in your career development including individuals that you meet at job fairs or networking events.

### **Format for Thank You Letters**

Use formal letter formatting. The letter should be 2 -3 paragraphs and include three parts:

**Introduction** - Express your appreciation for the time the person spent with you. Mention the time and place where you spoke with the individual.

**Body** – Reiterate certain points discussed with the contact person, as appropriate to the discussion. Mention any important items you may have omitted. Ask any remaining questions you may have, and expand upon things mentioned during the discussion.

**Closing** - In your conclusion, thank the individual again for their time and, if following an interview, reiterate your interest in the position.

### **E-mail vs. Mail**

Thank-you letters can be typed and mailed, handwritten or e-mailed. Each method has advantages and disadvantages so be sure to think about which format is most appropriate for your situation.

Hard copy, typed letters are most formal and always appropriate. Handwritten letters are more personal and are most appropriate for brief notes to individuals who you've met briefly or who helped you along your job search. Do not send a handwritten note if you have illegible handwriting and be sure to use professional notecards or stationary.

E-mail is now widely accepted as an appropriate way to send a thank you letter. However, it is important to write the e-mail in a formal, business tone; slang and casual greetings (e.g. "hey") should be avoided. Sending an e-mail can be useful for getting your correspondence to an employer quickly, particularly if you expect to hear back from the employer soon after the interview. In this type of situation, a hard-copy letter might not arrive before a decision is reached.

The content of an e-mail thank you is the same as a hard-copy letter. However, there are three important formatting differences. First, in an e-mail, your contact information should be placed below your name at the bottom of the e-mail. This is called a "signature block." Further, you should not include the date in the body of the e-mail or the address of the person you are e-mailing the letter to.

## EXAMPLE THANK YOU LETTER – AFTER INTERVIEW

Dottie Dorian  
1 UNF Drive, Apt 17  
Jacksonville, FL 32244  
(904) 620-2067  
[d.dorian@ospreys.unf.edu](mailto:d.dorian@ospreys.unf.edu)

October 3, 2013

Mr. Mark Hargis  
Store Team Leader  
Target Stores, Inc.  
685 North Glebe Road  
St. Augustine, FL 32215

Dear Mr. Hargis:

Thank you for interviewing me on campus at the University of North Florida on September 28; our meeting has solidified my interest in working as an intern for Target.

After speaking to John Smith who interned at Target last summer, attending the Target information session on campus and speaking with your colleagues at the Osprey Career Fair, I have come to the conclusion that Target is an excellent company that offers the long term career potential I am seeking in an internship position. I am confident that my previous work experience in retail and the knowledge I have gained through my coursework at UNF would enable me to contribute to your cohesive and professional team of retailers.

Again, thank you for your time and consideration. If you need any additional information please feel free to contact me. I look forward to hearing from you in the next few weeks.

Sincerely,

Andrew D. Carter

## EXAMPLE THANK YOU LETTER – NETWORKING OR INFORMATIONAL INTERVIEW

John D. Laney  
1 UNF Drive, Apt 17  
Jacksonville, FL 32244  
(904) 620-2067  
jdlaney@gmail.com

December 31, 2013

Ozzie Osprey  
University of North Florida  
1 UNF Drive  
Jacksonville, FL 32224

Dear Mr. Osprey:

Thank you so much for taking the time to speak with me last Wednesday at the Coggin College of Business “Speed Networking” event. I really enjoyed meeting you and learning more about your career path and your work at Alpha, Beta and Associates. This is an important time in my life as I try to find my first accounting internship and I truly value the advice that you provided me.

I am also grateful for the contacts you suggested to me, and will let you know what happens when I follow up with them. I look forward to talking with you again in the future. Again, thank you.

Sincerely,

*(Handwritten signature)*

John D. Laney