

Thank-You Letter Overview

When Are Thank-You Letters Appropriate?

Thank-you letters are appropriate after the following occasions:

- After every job interview (this includes in-person interviews and phone interviews).
- After every informational interview or networking meeting.
- After someone has helped you with your job search process (e.g., referred your resume to someone else, offered you contact information, etc.).

Why Should You Send a Thank-You Letter?

You should send thank-you letters for the following reasons:

- To reaffirm your interest in the company, employer, or industry.
- To jog the interviewer's memory and to remind him/her of your interview.
- To mention something that you may have omitted during the interview.
- To illustrate that you are courteous and professional.

What Is the Purpose of the Letter, and What Should It Include?

Thank-you letters should:

- Express gratitude for the opportunity to interview or for job search assistance.
- Mention aspects of the interview that were of particular interest to you.
- Provide an opportunity to add something relevant that you may not have mentioned during the interview.
- Be short, concise, and to the point.

How Should a Thank-You Letter Be Sent?

You should judge how to send a thank-you letter (e.g., email or mail) 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. If you expect to receive the job decision quickly, you should send your thank-you note immediately. Your thank-you note should always be sent within 24 hours of your interview. Whether you send a handwritten or emailed thank-you note, it should always be formal and professional.



Students attending the Open House (Sydney S. Gross)

QUICK TIP

- ➔ If you were unable to answer a question during an interview, you can mention the appropriate response in the thank-you letter.

Thank-You Letter

123 Lerner Hall
Columbia University
New York, NY 10027
212-555-1234
mh123@columbia.edu

Mr. Alex David Wayne
Apfel Incorporated
222 Park Avenue
New York, NY 10022

November 1, 2012

Dear Mr. Wayne,

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 Incorporated. I am enthusiastic about the position and believe that my skills and interests are a strong 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. If you require any additional information, please do not hesitate to contact me at 212-555-1234. I look forward to hearing from you.

Sincerely,
Mark Hamilton

NOTE: If your thank-you note is sent via email, the address heading is not necessary.