

# Thank You Letters

## Purpose

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Thank you letters are an important part of the job search process. You should always send a thank you note on a professional note card or a thank you email after you have interviewed with an employer. Whether the interview is over the phone, Skype, or in person, it is important to follow up with your interviewers to thank them for their time and consideration. Thank you notes are also a great way to follow up with anyone that gives you advice, information or referrals, as they allow you to continue to develop or maintain a new relationship.

## General Thank You Letter Guidelines

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- **Who do you Thank?**
  - Generally speaking, you should take the time to thank anyone you interact with during your interview and anyone that gives you advice, information and referrals
- **Tone of the Message**
  - The tone of your letter should be sincere and express gratitude and continued interest/enthusiasm
- **Timeliness**
  - Thank you notes should be sent within 24-hours of the interview
- **Paper or E-mail?!**
  - There really isn't a hard and fast rule, though some argue that hand-written thank you notes are more impactful because they are not easily deleted or skipped over like an e-mail message. That being said, there are a few things to consider when making your decision:
    - The company's timeline
      - If you know the company is hoping to move forward quickly, it might be in your best interest to either drop off your handwritten thank you note or send an e-mail
    - The company's mission, vision, and values
      - If the company values sustainability and strives to reduce its carbon footprint does sending a paper thank you note in an envelope that has to be transported in a mail truck that requires fuel the best way to express your gratitude?

## Key Information to Include

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- Remind the employer of the position for which you interviewed
- Thank them for the opportunity and touch upon a few key points you remember from the interview
  - When possible, thank them for the specific information they shared with you about the position, the company, and the organizational culture to show that you paid attention and have continued to reflect upon what they shared with you
- Confirm your interest in the position and the organization and highlight parts of the job and/or organization that stand out to you and are of particular interest
- Focus on what you can contribute to the organization and ensure you come across as confident in your abilities
- As you close, be sure to thank the employer again and let them know that you look forward to hearing from them

***Take a peek at Jill Jobseeker's  
sample Thank You Letter on the next page!***

# Jill Jobseeker

**Current Address**

123 Maple Leaf Drive  
Vancouver, WA 98682

**Phone Number**

(360) 333-4444

**E-mail Address**

JillJobseeker@gmail.com

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January 27, 2015

Ms. Emma West  
Media Buyer, R/West Advertising  
10000 SW 3<sup>rd</sup> Avenue  
Middletown, OR 97777

Dear Emma,

It was a pleasure meeting you yesterday. I really enjoyed having the opportunity to interview with you and members of your team for the Media Assistant Internship. I appreciate you sharing so much about the culture at R/West Advertising and the ways in which you partner with colleagues to ensure you are achieving the best work possible for your clients. It is so great to know that you find your colleagues to be friendly, caring and approachable, as I am definitely hoping to work on a cohesive team like the one you described.

The time I spent speaking with you and other members of the R/West Advertising team reaffirmed my interest in your company and the Media Assistant Internship. I am confident that my skills and experience have prepared me to take on the position and the unique challenges you described when we met. I am especially excited by the prospect of being able to help you find more sustainable ways to organize and track company expenditures. My commitment to sustainable business practices and organization will be an extreme asset to me in taking on a project like this!

Thank you again for taking the time to meet with me. I wish you the best of luck as you finish up interviews and I look forward to hearing from you again soon.

Sincerely,

Jill Jobseeker