

## THANK YOU NOTES

Sending a thank you note to people who have given you informational interviews, networking time, and certainly job interviews will distinguish you as a courteous and professional person, and gives you a chance to reiterate skills and strengths that you want to emphasize.

### What are a few basic guidelines for writing thank you notes?

- When you send your thank you notes depends to some extent on when your interview is scheduled compared to other candidates. If you are one of the first people interviewed, you may want to send an immediate emailed "thank you" followed by one sent through the postal service towards the end of the interviewing schedule. If your interview is towards the end of the schedule, send your note within 24 hours of the interview.
- Take very brief notes during the interview so you can personalize your note for each person who interviewed you. Ask each interviewer for a business card so you use the proper spelling of each person's name, title, and correct address on the thank you notes.
- Continue to be formal, unless otherwise instructed by the interviewer. For example, say "Dr. Jones" rather than "Jeremy" in your communications.
- State your appreciation of their time and your continued interest in the position. Identify the specific job.
- Even if you were turned down for the job, use the thank-you letter to express your appreciation for being considered and your interest in future opportunities. (You never know when and where you may see someone again, so always be respectful.)

### Email or hard copy?

- If you choose to use your computer to write your note, use the same format for your contact information as you used for your resume. Have your name be the first thing the prospective employer sees; it is professional and consistent; and it makes it easy for the reader to know how to reach you, since your email address and telephone number are right there. You may send it as a hard copy through the postal service, or attach as a Word document or PDF to an email message. If you opt for email, put your name and thank you in the subject line, e.g., "Thank you from Your Name."
- If you have legible handwriting, and would prefer to send a handwritten note, you may use pre-printed, formal thank you cards.
- If you know that the interview process will continue for a few weeks, you could send an email thank you immediately after your interview, followed by a hard copy thank you toward the end of the first round of interviews. If you are invited for a second interview, send thank you notes again (usually email are sufficient for the second round, since they are closer to making a decision.)



*THIS IS AN EXAMPLE ONLY.*

*PLEASE BE ORIGINAL AND  
CUSTOMIZE YOUR LETTER  
TO YOUR SITUATION.*

**YOUR NAME**

Street Address  
City, State ZIP  
(612) 555-1234  
UMN email address  
LinkedIn URL

*Example thank you  
note for job interview.*

Dr. Richard Researcher  
ABC Organization  
Address  
City, State ZIP

Dear Dr. Researcher:

Thank you for talking with me about the research associate position at ABC Organization. I truly appreciate all the time you took to tell me about the job and learn more about me.

It was especially exciting to learn more about the XYZ study, since this topic has been of interest to me throughout my graduate work. After our meeting, I am even more convinced that could be an immediate strong contributor to your team, since my master's project and previous work experience are in perfect alignment with the background and skills required for this position.

Please feel free to contact me if you need more information about my qualifications. I very much look forward to learning of your decision soon.

Thank you again for your time and consideration of my application.

Sincerely,

John Oakley