



A thank you note is suggested after an interview, informational meeting and a networking event. This type of outreach will show professionalism, follow through and keep you top-of-mind in a competitive market. Thank you correspondence gives you the opportunity to restate your skills and interest, recap an interesting topic or mention something you neglected to say. In the event of interview follow-up, a good thank you note can give you an extra advantage in obtaining an internship or full time offer. In most contexts today, a professionally written email is appropriate.

When writing a thank you letter, remember the following:

- Like a cover letter, the thank you letter should be professional, well-written and free of errors.
- The thank you letter should ideally be sent the next day and no later than two days after meeting.
- Thank you letters are short, typically with two to four concise paragraphs.
- Thank you letters can either be emailed or handwritten/typed and mailed depending on your preference. Some recruiters say they are more inclined to remember and keep a handwritten note than a typed letter or email because it is more personal, but email is usually appropriate. Decision-making timelines and the emphasis on customer service within the role/organization can help inform your decision to email your thank you or to mail a note.
- If typed and printed, the style, paper and printing are consistent with your cover letter and resume including letterhead, font style and size.
- If emailed, thank you letters may begin with the greeting line – Dear Mr. Smith: ...
- Maintain a professional, respectful tone. Even if you had a great rapport with the person you met, do not respond casually when writing your thank you or use phrases like "you guys." The person with whom you interviewed may not be the only person reading the letter.
- If you met with more than one person at the interview, make sure to send a unique thank you letter to each person.

Thank You Letter Content

Header (same as on resume)

Date

Name of Individual
 Job Title of Individual
 Company or Organization Name
 Street Address or P.O. Box Number
 City, State Zip Code

This section is only for typed and mailed letters.

Dear Contact Name:

Start here for emailed letters.

Paragraph 1: Thank the person for the opportunity to meet. Remind them of the date when you met or interviewed and, when applicable, for which position you interviewed. If your thank you is not following an internship/job interview, remind them the context in which you spoke or met.

Paragraph 2: Focus on one or two things you heard or discussed during the interview or meeting to reinforce: the skills and experiences you would offer the company (in the event of an internship/job interview), or your takeaways and how your interaction has influenced your goals.

Paragraph 3: If possible, bring out an aspect of the company you learned about during your interview that excites you.

Final Paragraph: Again, thank the reader for their time; for interviews, indicate you would appreciate hearing from the employer about the outcome soon.

The Closing:

Sincerely,

Full name (typed for emailed letters, signed for handwritten letters above your typed name)