



THANK YOU LETTERS

To whom should you write thank you letters?

Thank you letters should be sent within 24 hours to any and all people who participated in your job search. This includes but is not limited to:

- (1) Employers and recruiters who interview you;
- (2) Alumni/ae or personal contacts who provide advice;
- (3) Or any person who serves as a reference for you.

If you were interviewed by more than one person for a job or internship, you should write individual (and different) notes to each of them. By writing unique letters to each interviewer, you have the opportunity to reference specific discussions or points brought up in each interview. In the interview, make sure you ask for each person's business card. If you did not receive business cards, telephone the employer's administrative assistant to verify the correct spelling and title. When in doubt, send a thank you letter – it is always appreciated.

Why should you write a thank you letter?

1. After the interview, it provides the opportunity to reiterate your interest in the company and position.
2. It allows you to briefly re-emphasize your qualifications and relevant experiences to an employer.
3. If you did not have the opportunity to mention specific points during your interview, your thank you letter allows you to quickly address these points.
4. Thank you letters demonstrate your enthusiasm for the position and appreciation of the person's time.
5. Employers want to know that their clients will be treated in a courteous manner and sending a prompt thank you illustrates this point. It also highlights the fact that you have polished and professional etiquette skills.

How should you structure your thank you letter?

First, make sure your letter is received within 24 hours after your meeting. It is very important that your letter is received before the hiring decision is made to make sure that it has an effect. Here is a basic outline of what should be included in a thank you letter following an interview:

First Paragraph: Thank the person for the interview. Make sure you note when you interviewed and for what position you interviewed for or learned more about. Reiterate your strong interest in the position and the organization.

Second Paragraph: Take this paragraph to reiterate your strengths or qualifications based on what you learned about the position in the interview. Or if you did not mention something that would make a difference, use this paragraph to explain and highlight these experiences. Make sure that this paragraph does not restate your cover letter, however highlights your experience based on what you learned from the meeting/interview.

Final Paragraph: Again, thank the interviewer for his or her time, restate your strong interest in the position and affirm your continuing interest in the organization. If sending a formal letter make sure you sign your letter in ink. If you are emailing your letter make sure you use a script font to simulate a signature.

What if I am not interested in the position? Should I still send a thank you note?

Yes, you should still send a thank you note. Thank the interviewer for their time and gracefully withdraw yourself from the interview process. You never know when in the future you may want to pursue a job at the organization again or you come across the interviewer in a different setting. It truly is a small world. This letter should be short, courteous, and appreciative of the consideration you have been given to date.

Sample Thank You Letter

June 28, 2020

Mr. Robert Smith
ABC Corporation
111 Company Street
City, State 00000

Dear Mr. Smith:

Thank you for extending your time to interview me on Wednesday, June 27. I found our discussion extremely informative, and it further solidified my desire to work for *ASPEN Magazine*. I was particularly struck by the enthusiasm you portrayed as you reflected on your experiences working as an editorial assistant at *ASPEN* and your movement up to the position of Editor-in-Chief.

ASPEN Magazine is clearly a company on the move, a quality that no doubt is a result of its ability to attract talented and motivated employees. I have the work ethic, solid writing skills and strong attention to detail that are necessary to be a successful editorial assistant. My experience serving as the Sports Editor for the Western New England University student newspaper and my two summers interning at *The New York Times* has provided me with a solid understanding of the diligence and teamwork involved in creating a successful publication.

I look forward to the next step in the interview process and will call your assistant, as we discussed, in one week to follow up. I look forward to speaking with you again soon.

Thank you again for your time and consideration.

Sincerely,

Sarah Rogers

Sarah Rogers

Should you type the letter, hand-write the letter or send an e-mail?

Whether you decide to send a thank you letter or email will depend on the employer. One major advantage to sending an email is that you know it will arrive quickly. If your previous communication with the employer took place via email and the employer has an email address listed on his or her business card, then a formally written and well-thought-out email may be appropriate. Just be careful! Oftentimes, people write emails too informally or use sloppy language, so if you do decide to send an email, make sure you maintain a formal tone.

For more conservative employers, you may want to type a thank you letter and mail it to them. By doing so, you show the employer that you are taking the time to compose a formal business letter. Hand-written note cards are generally most appropriate to send to alumni/ae or personal contacts that you met for informational interviews or that you used as references. If you decide to send a hand-written notecard, make sure your writing is neat and legible.

Review and Proofread

It is imperative that you review your thank you letter and have others review your letter to ensure that there are no spelling or grammar mistakes. Your thank you letter is a sample of your writing style and abilities.