Thank You Letters & Notes

Sending a thank you after an interview or appointment shows that you are thoughtful, detail-oriented and professional. In the case of an interview, this may give you a considerable edge over those who neglect this important step.

When to Write

A thank you note or letter should be sent after receiving significant assistance from anyone in your job search, interviewing, networking or academic pursuits. If an employer or other professional gives you 10-15 minutes or more of their time to assist you, it is considered a professional courtesy to send a thank you. If in doubt, send one.

Always send a thank you after an interview. If you interviewed with more than one person, send a separate communication to each one of them. The content can be very similar when sending multiple letters, but is more personable if you can make a comment about a unique perspective gained from that particular individual. An email is usually not preferred after an interview (unless time is of the essence), but is quite acceptable after a networking event or meeting.

Send a note or letter *within 24 hours* of your meeting or interview. In some cases, this will be crucial, as decisions will be made on your status as a candidate for a position very shortly after your meeting. This will be your last chance to make a good impression on the employer.

What to Say – After an Interview

A thank you letter/note after a job interview:

- Communicates appreciation to the employer for the opportunity to discuss the job in person
- Emphasizes continuing interest and enthusiasm for the position
- Provides an opportunity to reiterate or add something you forgot to mention in the interview about your unique skills and qualifications for the job
- Reminds the employer of your willingness to meet again and anticipation of a future phone call
- Customizes comments according to information or perspectives gained from a particular interviewer

What to Say – After an Informational Interview or Networking Event

A thank you note after an informational interview or networking connection:

- Communicates appreciation for the time and advice given to you
- Reminds the person of when and where you met and the general content of the conversation
- Leaves the door open for keeping in touch in the future

Style of Communication

Use quality resume paper in a conservative color (white, ivory) with a matching envelope for a letter or professional-looking note cards for handwritten notes. Use your judgment with regard to sending a typed letter vs. a note based on the type of interaction you had with the person(s), the size and type of the organization, the legibility of your handwriting and your relationship to the recipient.

More importantly, *make sure you obtain the correct titles and names* of all the people who interviewed you, and *proofread* letters for spelling and grammar errors. If you are unsure of names, titles, or the spelling of someone's name, check the firm web site or call the firm to obtain the information from the receptionist this is quite acceptable.