

Thank You Notes

Thank you notes are an important aspect of your personal “brand” in maintaining a professional level of business communication. It is important to know how and when to send the notes.

When to Send a Thank You Note

- There are several situations in which you should use a thank you note to follow up with in-person contact. In-person contact includes situations such as: a job interview, informational interview, speaking with a recruiter at a career fair, and talking with a contact at a networking event.
- The timing of the thank you note is very important: you should send the note within 24 hours of the meeting. This way, you let the person you spoke with know that you enjoyed the meeting and are interested in the position. If you wait too much longer, you risk coming across as uninterested or lazy.

E-mail vs. Handwritten

- There are pros and cons with each medium you decide to send your thank you note.
- E-mail notes are best if you want to have a quick response to a contact. Even in e-mail, it is important that you use professional business formatting, including a professional subject line. If the pattern of communication between you and an employer has mostly been through e-mail, you may decide to go this route.
- Handwritten notes are a more formal, sincere way of thanking a contact. Make sure the notes are written on high quality paper. Formal thank you notes can usually be bought in large multipacks. This medium will, however, take longer to arrive. This may put you at a competitive disadvantage with e-mail notes, especially in job hiring situations that move very fast. The upside is that a hand-written note can help you to stand out from all the e-mails.

What You Should Say

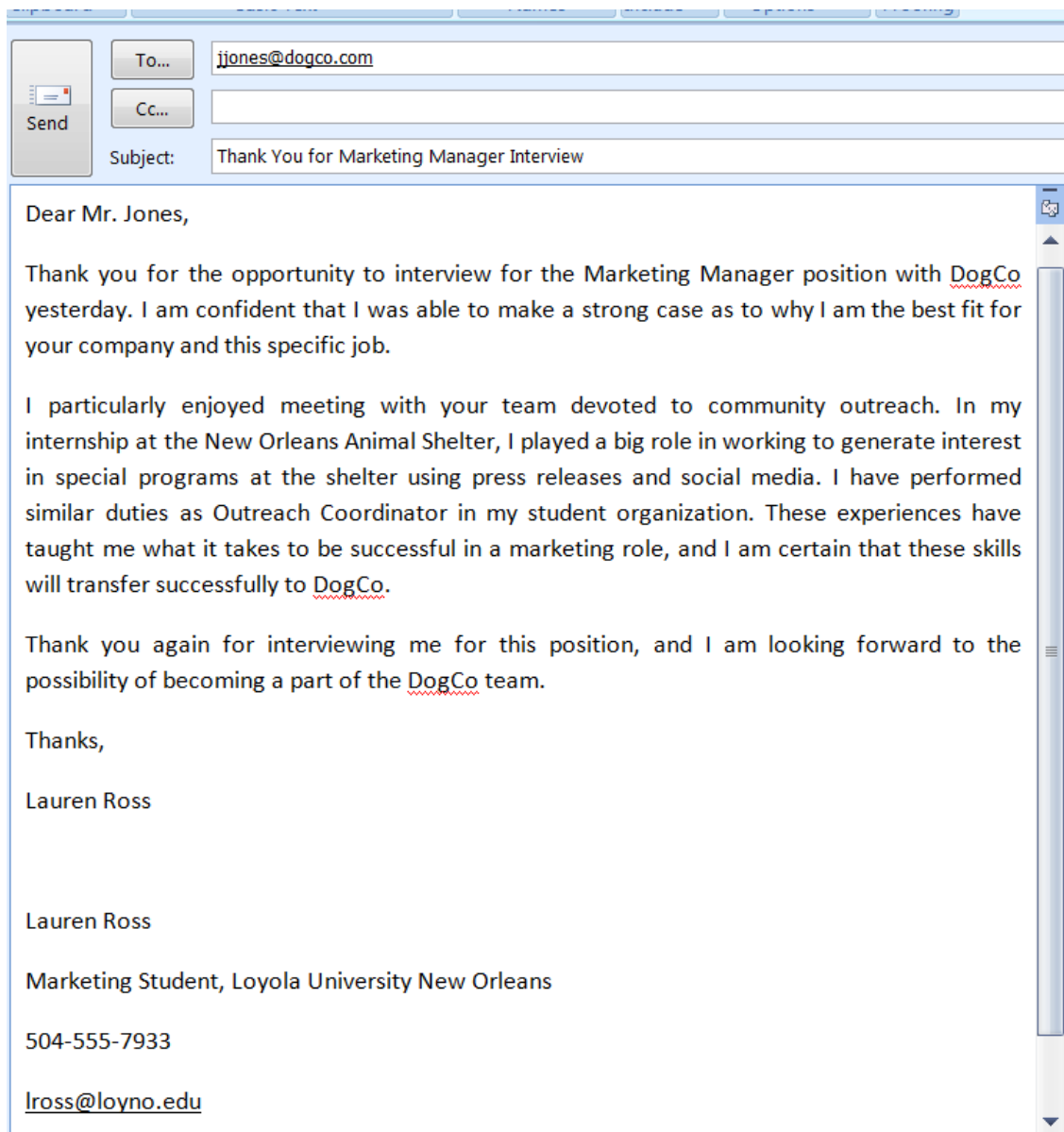
- Sending a thank you note should be more than just a simple hello and thanks. You should:
 - Express sincere gratitude for the opportunity to speak and/or interview
 - Mention a specific item that was previously discussed (this shows that you were paying attention and continue to be engaged in the discussion after it is over). It is best to mention a particular strength to your candidacy if sending after a job interview. Otherwise, you may want to mention a career interest or a thought that the contact said that really resonated with you.
 - Close the letter by restating your interest and indicating the next step you would like to see taken (for a job interview this would be getting a job, for a career fair this would be getting an interview, for a networking contact this would be keeping in touch and forwarding any internship/job/other networking opportunities, etc.)
- Always be sure to double check spelling and grammar. You don't want to follow up a great interview with a thank you note full of mistakes!

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Final Tips

- Create a database for contacts and jobs/internships that you have applied for. This way, you can track who needs to be sent thank you notes.
- Consult a Portfolio Career Counselor to assist in writing a thank you note. We can assess the overall tone of the message, point out any errors, and assist in the logistics of sending the letter (who to send it to, what kind of paper to use, postage, etc.)
- Send a thank you to each person who spent time interviewing you, if possible. Ask for business cards, or search for their contact info online.
- Be proactive: Don't wait until you absolutely need to send a thank you note to write one. Have a template written out but be sure to customize it for a specific situation

Sample E-Mail Letter:



The image shows a screenshot of an email client interface. On the left side, there is a 'Send' button. The main area contains the following text:

To... jjones@dogco.com

Cc...

Subject: Thank You for Marketing Manager Interview

Dear Mr. Jones,

Thank you for the opportunity to interview for the Marketing Manager position with [DogCo](#) yesterday. I am confident that I was able to make a strong case as to why I am the best fit for your company and this specific job.

I particularly enjoyed meeting with your team devoted to community outreach. In my internship at the New Orleans Animal Shelter, I played a big role in working to generate interest in special programs at the shelter using press releases and social media. I have performed similar duties as Outreach Coordinator in my student organization. These experiences have taught me what it takes to be successful in a marketing role, and I am certain that these skills will transfer successfully to [DogCo](#).

Thank you again for interviewing me for this position, and I am looking forward to the possibility of becoming a part of the [DogCo](#) team.

Thanks,

Lauren Ross

Lauren Ross

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