GUIDE TO

THANK YOU LETTERS

FIRST STEPS

✓ Remember the name of the person or people who interviewed you so that you can personally address the letter to them.
✓ Make yourself and your interview stand out by taking the time to make a personal connection with the interviewer.

PURPOSE

A thank you letter should be sent after you meet a networking contact, after an informational interview, job shadowing experience, a scholarship, internship or job interview. The general purpose of a thank you letter is to show gratitude to the contact for his or her time and information. A thank you letter also provides you with another chance to remind an interviewer of your interest in the position/award and the skills that you have to offer.

TIMELINESS

Thank you letters should be sent promptly after the interview (within 24 hours if possible), because you will still be on the contact’s mind. Timely thank you letters make a good impression on a person considering you for a job or potential member of your long-term network. Timeliness is particularly important in potential employment situations where the employer might make a quick hiring decision.

FORMAT

Depending on the situation and the contact to which you are writing the letter, you can choose between a hand-written note, a typed letter, or an email. If you have a more casual contact or if the organization for which you are interviewing is a small business or non-profit organization, it might be more appropriate to send a hand-written note or card. In cases of dealing with a large corporation or a more formal business contact, you might consider a business letter format or an email. Lastly, an email format would be recommended if you are interviewing with a group who may be making their hiring decision in a very short time frame from when you interview. You can always follow up with a handwritten note afterwards.

ADDRESSING

Ideally, you should send a separate thank you letter to each person with whom you had contact. If you were a part of a panel interview, you should send a letter to each interviewer, if possible. If for some reason you were not able to get everyone’s full name, consider contacting an administrative associate with the company or organization to obtain more detailed information about proper spelling, address, and so forth. Try to get business cards from your interviewers before you leave the interview, or look them up on LinkedIn!
IMPACT

In many cases, a simple thank you letter addressing your genuine interest and gratitude can make the difference between being hired and being overlooked. Amidst a job search, you should look for any opportunity to set yourself apart such as a tailored cover letter or making a follow-up phone call directly to an employer to introduce yourself after you send in an application. It is assumed only 10% of candidates send a thank you letter, so take the time to make yourself stand out!

SUGGESTED THANK YOU LETTER FORMAT AND EXAMPLE

Today’s Date

1947 Grace Avenue
Springfield, Illinois 10281

James R. Quinn, Director
Personnel Department, Davis Enterprises
22900 Cambridge Street
Boston, Massachusetts 01181

Dear Mr. Quinn,

Thank you for the opportunity to interview yesterday for the Sales Trainee position. I enjoyed meeting you and learning more about Davis Enterprises. You have a fine staff and a sophisticated approach to marketing.

Davis Enterprises appears to be growing in a direction that matches my career goals. Your organization’s emphasis on creative advertising parallels my interests in utilizing new media. The interview with you and your staff confirmed my initial positive impressions of Davis Enterprises, and I want to reiterate my strong interest in working for you. My prior experience in running social media campaigns plus my training in communication would enable me to progress steadily through your training program and quickly become a productive member of your sales team.

Again, thank you for your consideration. If you need any additional information, please feel free to call me at (444) 222-7777.

Sincerely,

Cary Harmon

HEADING: IF YOU ARE SENDING AN EMAIL, IT IS RECOMMENDED THAT YOU OMIT THIS SECTION.

PARAGRAPH 1: THANK THE INTERVIEWER FOR HIS OR HER TIME, AND THEN MAKE SOME MENTION OF THE INTERVIEW.


PARAGRAPH 3: EXTEND FINAL THANKS AND INDICATE WHERE YOU CAN BE REACHED (IF SENDING AN EMAIL, PUT YOUR EMAIL ADDRESS).

NEXT STEPS

✓ Come to the MU Career Center to talk with someone about your job search and to schedule a mock interview.
✓ Visit https://career.missouri.edu and click on the “Resources” Tab to visit Mizzou Career Tools, where you can search our site for more handouts on this and other topics relevant to you!