

Your **NETWORKING** thank you note:

There are several ways to write a thank you note. Feel free to use the outline and examples below as a guide, but remember your note should sound like you!

The Checklist:

Reflect on what you want to share in this message.

Is your message short, concise, and to the point?

Is it grammatically correct and free of spelling errors?

Does it avoid the use of slang or informal language?

Is it personalized, addressing the specific person and referencing something from the conversation that you found interesting or helpful?

Did you express gratitude for the meeting, assistance, advice or conversation?

Has it been sent within 24 hours after the conversation?

Have you mentioned next steps (i.e., if the person referred you, or suggested a reading or event, or if you plan to apply for something)?

Networking Thank You Note Content:

Dear (Recipient Name),

Acknowledge the recipient for the time they took to meet or speak with you, and make sure to say thank you. **Reflect/reference** something that came up in conversation.

Indicate, if applicable, any next steps that you may take based on the conversation. This may include: 1) confirm that you will reach out to X person, 2) reiterate your interest in being introduced to X person, 3) excitement to read a publication or subscribe to a list that you discussed, 4) interest in an upcoming event, 5) that you will be applying to X company or role, 5) appreciation for their advice on your resume which you will forward over as discussed, etc.

Thank you,

[Your name]

Examples:

Dear Maria,

It was so nice to speak to you earlier today. I enjoyed our conversation and learning more about your journey. Thank you for being so candid with me about your experiences both about what you love and the challenges you've faced on your path in communications.

I also really appreciate your advice and offer to send me sample interview questions. Thank you for your assurance that I'm "on target" at this point in taking the time to speak with and learn from people in the field as I embark on this journey. As I continue my exploration I'll definitely keep in touch!

Thank you,
Katie Bloom

Hi Joe,

I wanted to thank you for taking the time to speak with me yesterday. I enjoyed learning about your career transition from recruitment to marketing in the publishing industry. I appreciated your guidance and advice about breaking into the publishing world and where my qualifications might be a fit.

Thanks again, and I'll certainly keep you posted and let you know if I apply to any positions at your organization.

Best,
Jacob Calendar