

THANK-YOU LETTERS



AT A GLANCE...

- Write thank you letters to help you make lasting and positive impression
- Learn what to include in the thank-you note and how to format a thank-you email from the below examples

THANK-YOU'S

Thank-you notes are a great way to follow up with anyone who has helped you during the employment process.

Try and get their email/other contact information during the first meeting, and send your thank-you within 24 hours of interaction. This can be done through many different formats, such as LinkedIn or email.

WHAT TO INCLUDE

Keep your thank-you short, personable, and interesting. Highlight specific points from your interaction and attempt to reiterate your desire to learn/work with the company. Do not make your letter generic; here are a few suggestions to help you compose your letter, but remember to keep it short and to the point:

- What was discussed in your interaction
- Something nice they did to help you (answer questions, lunch, advice, etc.)
- Highlights from your discussion
- Why you are interested in working with his or her company
- What impressed you about their company, interview, office, work culture, etc.
- A mutual connection point (from the same state or city, same university, etc.)

Note: If you choose to make a handwritten note and your handwriting is hard to read, consider typing and printing it out instead.

EMAIL-SPECIFIC INFORMATION

- Subject line should be: Thank You.
- Text should be left justified (no indented paragraphs) • Formatting should be professional with a tailored opening and closing (Dear, Sincerely, etc.).