



A thank you letter or card is suggested after an interview, informational meeting and a networking event. This type of correspondence will show professionalism, follow through and keep you top-of-mind in a competitive market. Thank you correspondence gives you the opportunity to restate your skills and interest, recap an interesting topic or mention something you neglected to say. A good thank you letter can give you an extra advantage in obtaining an internship or full time offer.

When writing a thank you letter, remember the following:

- Like the cover letter, the thank you letter should be professional, well-written and free of errors.
- The thank you letter should ideally be sent the next day and no later than two days after the meeting.
- Thank you letters are relatively short, typically with two to four paragraphs.
- Thank you letters can either be typed, emailed or handwritten depending on your preference. Some recruiters say they are more inclined to remember and keep a handwritten note than a typed letter or email because it is more personal. Decision-making timelines and the emphasis on customer service within the role/organization can help inform your decision to email your thank you or to send a handwritten note.
- If typed and printed, the style, paper and printing are consistent with your cover letter and resume including letterhead, font style and size.
- If emailed, thank you letters may begin with the greeting line – Dear Mr. Smith: ...
- Maintain a professional, respectful tone. Even if you had a great rapport with the person you met, do not respond casually when writing your thank you. The person with whom you interviewed may not be the only person reading the letter.
- If you met with more than one person at the interview, make sure to send a unique thank you letter to each person.

Thank You Letter Content

Header (same as on resume)

Date

Name of Individual
 Job Title of Individual
 Company or Organization Name
 Street Address or P.O. Box Number
 City, State Zip Code

This section is only for typed and mailed letters.

Dear Contact Name:

Start here for emailed and handwritten letters.

Paragraph 1: Thank the interviewer for the opportunity to meet. Remind him/her of the date when you interviewed and for which position you interviewed.

Paragraph 2: Focus on one or two things you heard or discussed during the interview or meeting to reinforce the skills and experiences you will offer the company.

Paragraph 3: If possible, bring out an aspect of the company you learned about during your interview about which you are excited.

Final Paragraph: Again, thank the reader for his/her time, and for interviews indicate you look forward to hearing from the employer about the outcome of the interview.

The Closing:

Sincerely,

Full name (typed for emailed letters, signed for handwritten letters)