

# Thank-You Letters

Thank-you letters let an employer or contact know that you appreciate the time they have spent discussing a position or career with you. Sending a thank-you letter is expected business etiquette and will set you apart from the crowd. Thank-you letters also show attention to detail and demonstrate follow-up skills. Like cover letters, the thank-you letter acts as a sample of your writing ability. Each thank-you letter should be unique; if you interview with more than one person at a company, they will know if you send identical letters.

Your thank-you letter can be sent on the same paper as your resume and cover letter. If you have created a letterhead for your cover letters, use it for your thank-you letters too. For less formal settings, such as education or social service, you may hand-write a thank-you letter. For most business situations, type the letter using a standard business format.

## WHEN TO SEND A THANK-YOU LETTER

### **After a job interview**

Send a letter to each person who interviewed you.

Mail the letter no later than 2 days after the interview, preferably the next day.

In the letter: Thank the person for their time. Review the major requirements of the job and how you meet those requirements, refer to something discussed in the interview, and restate your interest in the position.

### **After an informational interview**

Mail the letter within a week

In the letter: Thank the person for their time. Review specific areas in which they were of help, explain the next course of action in your career search. Let them know you will keep in touch (if appropriate).

### **Withdrawing your interest in a position, after an interview**

Mail the letter as soon as you are **sure** you do not want the position.

In the letter: Thank the person for considering you for the position, explain your decision in such a way as to leave the option of future employment open. There is no need to go into detail.

### **After being rejected for a position**

While optional, this letter can leave open future communication if you were a finalist in the search or if you were rejected for lack of experience.

Mail the letter within a week of notification.

In the letter: Thank them for considering you. State your continued interest in the position and in the company.

Express your hopes for a future opportunity with a better match.

### **When accepting a position**

Mail the letter within a week.

In the letter: Thank them for the job offer and state that you are happy to accept the offer. Include your title, salary and job duties as you understand them. State your start date. Ask for written confirmation of the offer, if you have not already received it.

### **When a person has assisted a campus or community organization**

Mail the letter soon after the event or donation.

In the letter: Thank the business or individual. Mention their contribution specifically. Explain how their participation contributed to the success of the event.

# Example Thank-You Letter

Your Street Address  
Your City, State Zip Code  
Date

Person's Name  
Company/Organization Name  
Address  
City, State Zip Code

Dear (Mr./Mrs./Ms. Person's Last Name):

Thank you for the opportunity to interview yesterday for the (name of position) position. I appreciated your hospitality and enjoyed meeting you and the members of your staff.

The interview confirmed my initial positive impression of (name of company) and reinforced my strong interest in being associated with such a(n) (adjective) organization. I was particularly pleased to learn (name something gleaned from interview). My prior experience in (type of experience), plus my training in (refer to training), will enable me to become a strong contributing member of your (name of team) team.

Please let me know if there is any information I can provide that will help you in your decision-making. If I do not hear from you prior to (date), as you suggested during the interview, I will call you next (day of week) to see how your selection process is progressing.

Sincerely

(Signature)

Your Name