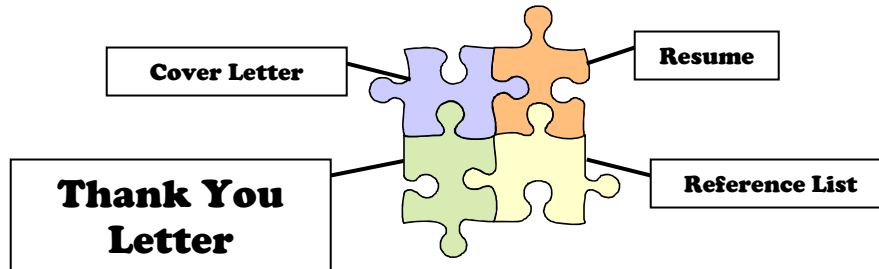


## Career Correspondence: *The Thank You Letter*

It is absolutely **essential** to send a thank you letter after each interview. Most applicants don't take the time to write one, so a candidate who makes the special effort and writes a short, well focused note makes a positive impression.



### **The Nuts & Bolts of the Thank You Letter**

- The letter should be no more than three short paragraphs, **perfectly written** (a poorly written letter can put you out of the running!) and sent out within 24 to 48 hours after the interview.
- Email notes are acceptable *only if* (1) you have communicated via email prior to the interview (2) the interviewer welcomes you to follow up via email and/or (3) the interviewer gives you his or her business card with the email address on it.
- Try to collect business cards from those with whom you interview, or if in a panel interview, a card from the coordinating recruiter to ensure proper spelling of names and addresses.
- Letters should be printed on high quality resume paper (with matching envelope) and mailed to the interviewer. Professional looking cards are acceptable in some instances, such as interviews with people you already know well, or for schools.



### **How to Structure the Letter**

The letter should include three paragraphs:

1. Thanking person for interview.
2. Key points of interest in position and one sentence of how interview confirmed in you that this position is a good match for your skills and interests.
3. You are eager to hear from them soon.

Review the samples on the back page. Use for inspiration but do not copy word for word!

Jill Student  
3590 Monroe Avenue, Apt. 3  
Rochester, NY 14620  
585.555.1212 ◻ myemail@aol.com

**Sample thank you for an  
employment position**

August 23, 2008

Justin Interviewer  
Manager, Employee Relations  
ABC Bank  
1234 East Avenue  
Rochester, NY 14604

Re: HR Generalist Position

Dear Mr. Interviewer,

Thank you for your time and consideration during our interview for the HR Generalist position yesterday. I truly appreciated learning about the overall operations of your HR department and the opportunity this position offers.

As we discussed, I am confident that my academic coursework and internship experience has provided me with an excellent background for this opportunity as well as my supervisory role at XYZ Retail Company where I was privileged to train, mentor and develop motivational initiatives for new employees. Your rotation program will provide a global opportunity to contribute to the ongoing success of your department.

I am very interested in this opportunity. When we met, you indicated you hoped to make a decision on the next step in the process by Friday. I'll look forward to hearing from you then. You may reach me at 555.1212 or [myemail@aol.com](mailto:myemail@aol.com). Thank you again.

Sincerely

Jill Student

.....

Sam B. Walton  
181 Summer Dr., Fairport, NY 14450 ◻ (585) 666-8213 ◻ [sbw1866@sjfc.edu](mailto:sbw1866@sjfc.edu)

June 15, 2008

Betsy McDermott  
Director of the Career Center  
St. John Fisher College  
3690 East Ave.  
Rochester, NY 14618

**Sample thank you for an  
informational interview**

Dear Ms. McDermott,

I am writing to let you know how much I appreciated your willingness to meet with me for an informational interview and answer my many questions about the career services field. I learned so much and am more convinced than ever that this is an area I would like to pursue.

Thank you also for the contact information you provided of career advisers at the larger Rochester institutions that serve significant international student populations. As we discussed, a position as a Career Advisor to international students would be a great way for me to combine my interest in counseling with my passion for cultural studies and international politics.

Ms. McDermott, if you have any other advice or suggestions for me, please contact me at 666-1234 or [sbw1866@sjfc.edu](mailto:sbw1866@sjfc.edu). Again, I thank you for meeting with me, sharing so enthusiastically about career services and helping me to expand my networking circle.

Sincerely,

Sam Walton