

# Thank-You Letter Guide



After you interview for a position, you'll want to send a thank-you letter to the person you interviewed with. Be sure to send it within 24 to 48 hours after your interview. A formal thank-you letter can really set you apart from the candidate pool, since so many applicants don't send one. Use the letter to express appreciation for the interviewer's time and consideration, to reiterate your strengths and your eagerness for the position, and to add other concrete elements that may strengthen your application. Consider a thank-you letter another opportunity to make a good impression. Choose your words with care and have someone review the letter before you send it.

## Thank-You Letter Checklist

### Overall Appearance

- Determine which format best suits your needs (i.e. formal business letter format, handwritten card, or e-mail). For more information, refer to the back page of this packet.
- Use 10 to 12 point font.
- If using the formal business letter format, print your thank-you letter on good stationery.

### Length

- Use 2 to 3 brief paragraphs to reiterate your skills, talents, previous experiences, and excitement for the position.
- Don't go over one page.

### Content

- Highlight your qualifications from the perspective the interviewer brought to the discussion.
- Clarify any information that you think might have been misunderstood during the interview, and include any forgotten points.
- If any conditions for employment were discussed during the interview, be sure to verify your willingness to comply (if indeed you are).
- Show the employer how you can help the company.
- Include anything you have done since the interview which demonstrates your interest in the position (i.e. talking with current employees, reading a recent article, or additional research into the organization).

### Language/Writing Style

- Proofread! Spell check! Proofread!
- Check for grammatical errors and awkwardly written statements.
- Have someone else proofread your letter for you.

### Additional Tips

- Send your thank-you letter within 24 to 48 hours after the interview.
- Always get a business card from the person(s) you interviewed with so that when you are writing your thank-you letter, you have the proper spelling of name and title.
- If you are interviewed by several people, it's best to send individual messages to each person. Change your message so each interviewer gets a unique thank-you note.
- Sign the thank-you letter, preferably in blue or black ink.
- Follow all directions provided by the employer.
- Keep a copy of all correspondence for future reference.

## Formal Business Format

Your Address  
City, State, Zip Code

Date

Contact's Name  
Title  
Company Name  
Address  
City, State, Zip Code

Dear (Mr. or Ms. Last Name):

### Opening Paragraph:

- Remind the interviewer of the position for which you were interviewed, as well as the date and place of the interview.
- Express your appreciation for the interview.

### Middle Paragraph(s):

- Confirm your interest in the position and the organization.
- Highlight your qualifications based on the various points the interviewer considered important for the position.
- Include anything you have done since the interview which demonstrates your interest in the position.
- Include any information not previously presented to supplement your resume and interview.
- If travel, location, or similar subjects were stressed during the interview, be sure to confirm your willingness to comply with these conditions.
- If any conditions for employment were discussed during the interview, be sure to verify your willingness to comply (if indeed you are), such as your willingness to travel, relocate, etc.

### Closing Paragraph:

- Restate your appreciation for the interviewer's time.
- If appropriate, close with a suggestion for further action, such as mentioning when and how you will contact the interviewer next. Make it easy for the employer to respond by including your telephone number and by indicating when you will contact the employer.

Complimentary closing,

*(Signature)*

Full Name

**Return twice  
between each.**

## Formal Business Format Example

6542 Thornberry Drive  
Hastings, MN 55423

February 17, 2006

Susan Smith  
Director of Exhibits  
Children's Creative Learning Museum  
1234 Discover Lane  
Imagineville, MN 55555

Dear Ms. Smith:

Thank you for taking the time to interview me for the Manager of Exhibits and Production position on Thursday, February 16th. I am excited about the possibility of working with you at the Children's Creative Learning Museum. I know that my background as an art history major and monetary economics minor, along with my passion for working in a museum and my internship at the MIA has prepared me for success in this position.

After learning more about your organization throughout the interview, I have become even more excited about the possibility of joining the Children's Creative Learning Museum! Through my undergraduate work and previous experiences, I have developed an eye for intricate detail, the ability to work within a team setting or independently, and the ability to consider the big picture. Also, my strong communication and organizational skills could be well utilized in the various departments of the museum. I am convinced that all of these assets will add significantly to your organization.

I am genuinely enthusiastic about this position and am confident I would be a great addition to your team! As we discussed, I look forward to your call the week of March 13th. It was a pleasure to meet you and to learn more about the Children's Creative Learning Museum. If I can provide you with any additional information, please feel free to contact me at (651) 807-5564 or mill5932@umn.edu.

Sincerely,

*Madeline Miller*

Madeline Miller

**Address the letter  
to a specific person, and  
provide information about  
your interview.**

**Reiterate your  
excitement for the position,  
and relevant skills.**

**Provide current  
contact information and  
sign the letter in blue  
or black ink.**

## Email Sample

Dear Ms. Smith:

I appreciated the opportunity to interview with you on Thursday, February 16th. Upon learning more about the Manager of Exhibits and Production position, I am even more excited about the possibility of working with you at the Children's Creative Learning Museum. I know that my background as an art history major and monetary economics minor, along with my passion for working in a museum and my internship at the MIA has prepared me for success in this position.

I remain deeply interested in the position with the Children's Creative Learning Museum! Through my undergraduate work and previous experiences, I have developed an eye for intricate detail, the ability to work within a team setting or independently, and the ability to consider the big picture. Also, I have a high level of energy and enthusiasm to bring to the position and museum. I believe that all of these assets will add significantly to your organization.

If I can provide you with any additional information, please feel free to contact me at (651) 807-5564 or mill5932@umn.edu. As we discussed, I look forward to your call the week of March 13th. It was a pleasure to meet you and to learn more about the Children's Creative Learning Museum.

Regards,

Madeline Miller  
6542 Thornberry Drive  
Hastings, MN 55423  
(651) 807-5564  
mill5932@umn.edu

**Include specific  
examples of skills  
relevant to the position.**

## Handwritten Sample

02/18/2006

*Dear Ms. Smith,*

*Thank you for taking the time to meet with me today. After speaking with you about the opportunity available at the Children's Creative Learning Museum and meeting the rest of your staff, I am even more interested in joining your team as the Manager of Exhibits and Production.*

*I was particularly excited to learn about your new exhibit focusing on introducing children to the artwork from the Renaissance era in Italy. I know my art history major and study abroad experience in Florence and Tuscany will be a perfect combination for this position, and particularly for this new exhibit.*

*Again, thank you for your consideration. I look forward to hearing from you and I can be reached at (651) 807-5564.*

*Best,  
Madeline Miller*

**Include specific  
examples of skills  
relevant to the position.**

# **Thank-You Letter Formats**

## **Formal Business Letter Tips**

- Limit your thank-you letter to one page.
- If you are unsure of which format to use, a formal business letter is always a safe bet.
- This format is particularly appropriate in situations where the organization is more formal in their overall approach and operations.
- Use good, quality paper (similar to what you used for your resume) and use the same header you used on your resume.
- You may use a header similar to that on your resume for this form of thank-you letter.
- Make sure to customize your letter so it does not sound like a form letter!

## **Handwritten Tips**

- Use legible and neat penmanship. If your penmanship leaves a lot to be desired, stick with the formal business letter format or email format.
- This format is particularly appropriate in situations where the organization is less formal in their overall approach and operations.
- Keep these notes especially brief—just a few sentences will suffice.
- Use small, professional thank-you cards (this is not the time to use cute stationery) and blue or black ink.

## **E-mail Tips**

- This format works well in the following situations:
  - Where time is of the essence and a hiring decision is being made very quickly.
  - When e-mail has been the dominant mode of contact with the person you want to thank.
  - When the organization has articulated a preference for e-mail communication.
- Keep a copy in your out mailbox or CC: yourself so that you can track and retain a copy of each message you have sent.
- Make sure the e-mail account you are sending the thank-you note from is professionally appropriate (i.e. student@umn.edu is ok, while mynameismadeline@yahoo.com is not).
- Include a clear “signature block” with your full name, mailing address, phone number, and return e-mail address (obviously there is no handwritten signature included in e-mail correspondences).
- Consider following up your e-mail with a hard-copy version.

## **Additional Post-Interview Do’s and Don’ts**

### **Do**

- Use enthusiasm to demonstrate your desire for the position. Clearly state your interest in the position.
- At the end of the interview, ask the interviewer when the hiring decision will be made.
- Show appreciation for the interviewer’s time in your thank-you note.
- Tell your references that they may be contacted.
- Follow up with a phone call to the interviewer within 7 to 10 days, unless the decision will be made sooner.
- Be patient!

### **Don’t**

- Send the thank-you letter without proofreading and spell checking it first.
- End the job search process until you’ve accepted an offer.
- Repeatedly call the employer; this may make you sound desperate, and may annoy the employer.
- If you don’t get the job, don’t burn any bridges. The employer might consider you for a position later, or be a great source for networking.
- Renege on the offer if you have already accepted the position.

Information Adapted From *Quintcareers.com*

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**The Career and Community Learning Center is the CLA Career Services office.  
Visit us in 135 Johnston Hall for a critique of your thank-you letter.  
We have lots of materials on careers, majors, and the job search process.**

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**COLLEGE OF LIBERAL ARTS**

**UNIVERSITY OF MINNESOTA**

The University of Minnesota is an equal opportunity educator and employer. This material is available in alternate formats upon request.  
Please contact the Career and Community Learning Center at 612-624-7577

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