



## Career Development

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## Thank You Letter Information

Thank you letters and notes should be standard tools in your job search. The thank you letter should follow a standard business letter format while the note may be a simple handwritten note or card. Which to send depends upon the situation and your personal style.

### Thank You Letter Points to Consider

- Be brief and to the point.
- When thanking a potential employer, restate your interest in the position and/or company.
- Always plan your follow up. Make it a point to tell the person when and how they can expect to hear from you in the future.
- If there are multiple people involved, such as with a panel interview, be sure to thank each person. Send one letter to each person or send a single letter to a key person for distribution. When sending more than one Thank You letter, it is very effective to vary each one.
- Always send a written thank you to a person by name.
- The thank you is an opportunity to restate your qualifications. Include any pertinent information you failed to mention earlier. Be sure to reemphasize your skills and abilities.

### Basic Parts of a Thank You

1. Statement of appreciation for the interview.
2. Expression of interest in employment.
3. Brief restatement of qualifications.
4. Final "Thank You".

### Sample Thank You Note

Dear Mr. Jones,

Thank you for the interview for the \_\_\_\_\_ position today. I appreciate the information you shared with me and enjoyed meeting \_\_\_\_\_ from the \_\_\_\_\_ Department.

My interest in working for \_\_\_\_\_ is stronger than ever, and based on your description of the position, I know I can do a good job for you.

I will contact you by \_\_\_\_\_ of next week to learn of your decision.

Sincerely,