

Thank You Letter Quick Guide

**Career & Internship Services Center
The Universities at Shady Grove**

301-738-6023

usgcareerservices@umd.edu

<http://www.shadygrove.umd.edu/careerservices>



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THANK YOU LETTERS

Don't underestimate the power of a thank you letter. Also called a [follow-up letter](#), it may be the deciding factor in your favor, especially when there are other candidates with your qualifications applying for the same job. Within 48 hours after a round of interviews, *always* send a thank you letter to each of your interviewers by mail or email.

Email is the quickest way to get thank you letters in front of interviewers, and is perfectly acceptable these days. Regardless of what means you use to send a thank you letter after an interview, do follow professional [business letter standards](#). If using email, be sure to avoid using cutesy images like emoticons (e.g., happy faces), shorthand and acronyms (e.g., *u* for *you* and *TIA* for *thanks in advance*). Near the end of the interview, ask each interviewer for his or her contact information and correct name spelling or ask for a business card.

Most interviewers *expect* you to write thank you letters. It is also an effective interviewing strategy. For example, writing a thank you letter...

- Shows that you are courteous, knowledgeable and professional.
- Demonstrates your written communication skills.
- Helps to make you stand out in the mind of the interviewer.
- Elevates you above competing candidates who did not follow up via a thank you letter.
- Gives you an opportunity to reinforce your qualifications and qualities.
- Allows you to include something important you forgot to mention during the interview.
- Confirms your understanding of topics discussed and helps to avoid misunderstandings.

Web Resources

About.com: <http://jobsearch.about.com/od/thankyouletters/a/thankyouletters.htm> and http://jobsearchtech.about.com/od/resumesandletters/Resumes_Cover_Letters_and_Other_Job_Searching_Correspondence.htm

Employment Spot: <http://www.employmentspot.com/employment-articles/thank-you-letters/>

Money-Zine.com: <http://www.money-zine.com/Career-Development/Finding-a-Job/Writing-an-Interview-Thank-You-Letter/>

Quintessential Careers: http://www.quintcareers.com/thank_you_letters.html

Technical JobSearch.com: <http://technicaljobsearch.com/letters/thank-you-letters.htm>

Virginia Technical College: <http://www.career.vt.edu/JOBSEARC/interview/after.htm>

Write Express: <http://www.writeexpress.com/thank-you.htm>



Thank You Letter SAMPLE LAYOUT

[Your Name]
[Street • City • State • Zip Code]
[Phone # • Email]

[Date]

[Interviewer's full name], [Interviewer's title]
[Company name]
[Address]
[Address]
[Address]

Dear Ms./Mr./Dr. [Interviewer's last name],

[Thank the interviewer for taking the time to talk with you. Mention the date of the interview and job title.]

[Express your interest in the company. Say that you want the job. Deliver a subtle sales pitch indicating why you think you are qualified for the job based on the interview, and what you can do for the company. If you forgot to mention something important, this is your opportunity.]

[Mention topics that stimulated your interest and something to make you stand out in the interviewer's mind. For example, if you both shared a laugh, mention how you enjoyed the moment. If a particular qualification grabbed the interviewer's attention, emphasize it.]

[Thank her/him for taking the time for the interview. Offer to provide more information to help with the hiring decision. Say that you look forward to hearing from the interviewer again.]

Sincerely,

[Your name]



Thank You Letter SAMPLE

Jane Q. Careerhunter
9630 Gudelsky Drive, #1130, Rockville, Maryland 20850
301-738-6023 • jqcareer@umd.edu

August 30, 2009

Mr. Robert Roberts
Company I Want, Inc.
123 Anywhere Drive
Rockville, Maryland 20850

Dear Mr. Roberts,

Thank you very much for taking time out of your busy day to meet with me about the [job title] position on August 14, 2009. I enjoyed meeting you and the members of your department and I am excited about the chance to work with such a dynamic team.

I am a self-starter by nature and a team player, and I was impressed to learn that you encourage individuals to take ownership of projects, meanwhile encouraging each individual to rely on team-member support. I believe it is the best of both worlds and hope to work in such a supportive setting.

Judging by our discussion about [specific discussion point], I believe that my qualifications are an excellent fit, particularly my [specific education, experience, skills, etc.]. The position is exactly what I am seeking in order to develop professionally. I am confident that I can be a significant contributor to the success of Company I Want, Inc. I sincerely hope you agree.

Thank you again for interviewing me. If there is any additional information I can provide to assist in the decision-making process, please feel free to contact me. I look forward to hearing from you.

Sincerely,

Jane Q. Careerhunter

