



# Thank-You Letter Tips and Sample

F5

Maybe you've just made a great contact at a career fair or an alum has shared some valuable career advice. Perhaps you've just returned from an interview for an internship or full-time position. In all of these situations, one more piece of career correspondence may lie between you and your potential career - the Thank You Letter. Don't forget this important step. Employers are seeking conscientious employees. Sending a thank-you letter to a network contact or interviewer demonstrates that you know proper business etiquette and that you are appreciative of the opportunity he or she has extended to you.

## Basic Thank-You Letter Tips

- ♦ Send the letter with 24 hours of the event or activity.
- ♦ Make sure the letter has a business-like appearance. Thank you letters should be printed on the same paper stock as your résumé and cover letters.
- ♦ Always have someone proofread your letter before sending it.
- ♦ Thank the contact or employer for his or her time. This is after all, a thank-you letter.
- ♦ Thank you letters in response to telephone conversations, career fair contacts, informational interviews and other brief exchanges should be short. Relate the major points of the conversation and express your appreciation for assistance.
- ♦ Be sure to sign your letter.

## Special Tips for Interview Thank You's

- ♦ Mention some of the things you learned during the interview, specifically those things you feel you are qualified to do. For example, "I was especially excited to learn that you are looking for someone with QuarkXPress experience. As you may recall from our discussion, I have two years of experience designing brochures using QuarkXPress."

- ♦ If you forgot to mention something during the interview or would like to clarify a point from the interview, include it in the thank you letter.
- ♦ If the employer requested that you submit samples of your work or some other documentation, these may be sent with the thank you letter. Be sure to mention the enclosures in your letter: "As requested, I am forwarding copies of two promotional brochures I developed during my last internship."
- ♦ Invite the employer to contact you for more information if necessary.
- ♦ State that you are looking forward to the employer's decision.
- ♦ Once you have accepted a job offer, send your new employer a thank you letter. This is a very effective way to start forming a positive relationship with your new employer.
- ♦ When withdrawing from consideration for a position, turning down an offer, or upon receiving a rejection, send a polite and positive thank you letter. This action leaves the door open for consideration in the future. In a thank you letter following a rejection, express your gratitude for being considered as well as your continuing interest in working for the company.

789 School Street  
Stillwater, OK 74077  
April 1, 2000



Stan Student's  
Address

Mr. Richard Roe  
Human Resources Manager  
Something Corporation  
111 South Street  
City, State, Zip

Dear Mr. Roe:

I am writing to thank you for the opportunity to interview with you for the Project Manager position on March 31. The interview was both informative and interesting, and further strengthened my enthusiasm for the position with Something Corporation.

I believe that my education and work experiences in the areas of landscape contracting and management match the requirements of the position. As you review your notes from our discussion, I hope you will agree that I possess several additional qualifications that would contribute to your organization. These include: the ability to relate well with others, fluency in Spanish, a willingness to accept new responsibilities and challenges, and a desire to achieve results.

I want to reiterate my strong interest in working with you and your staff. Please feel free to contact me at 405-777-7777 if I can provide further information.

Again, thank you for the interview and your consideration. I look forward to hearing from you.

Sincerely,

*Stan Student*



Stan Student's  
Signature

Stan Student