

## ***Thank You Note Tips***

**Always send a thank you note!**

**Make it short!** Lengthy, flowery notes will not endear you to the employer and may be perceived as an attempt to “kiss up” to the person who receives it.

**Address the note to the person who will be most involved in the selection decision.** (Note: Ask for business cards during the interview and/or make notes about the spelling of the person’s name and correct title! You must spell the name of the organization correctly as well.)

**Use the note to confirm your serious interest in and/or qualifications for the position.** Include:

- Detail relevant to the knowledge or experience to the position that was not covered or expanded upon in your review or on your resume.
- Mention people who were especially helpful during your interview.
- Reaffirm your excitement about this opportunity.

**Use businesslike stationary or notepaper.** You may type the note or handwrite it (only if your handwriting is neat and legible).

**Maintain a professional tone** in the note, no matter how friendly a relationship you feel you have developed with the person who you are writing. The note will probably become part of your personnel file and be read by others.

**Organize your note.** A suggested format:

- 1<sup>st</sup> paragraph: Express your appreciation (for the interview, for the opportunity to discuss the position at the career fair, etc.). Mention the date of the contact.
- 2<sup>nd</sup> paragraph: Personalize it! For example: mention something that you learned that enhanced your interest in the position or a skill experience that you were not able to discuss during your contact. Or, mention a person who was especially helpful and tell your reader why.
- 3<sup>rd</sup> paragraph: Reaffirm your interest in the position. Tell the employer that you look forward to hearing from them.

**Send your thank-you note as soon as possible after the contact.** If your note arrives after the decision has been made, it will have little impact. We suggest sending it within 48 hours. While mailing a thank you note is most formal and traditional, emailing thank you notes is becoming more and more acceptable. The biggest benefit is that they arrive to the employer fast, and if you know that their decision is going to be made quickly, showing prompt follow-up can be helpful. If you choose to send an email thank you, write it in word in the traditional format and then attach it to the email.

If well presented, a thank-you note is a courtesy that can set you apart from other candidates and enhance your image with the organization.

## *Thank You Letter Template*

James Dalious (your name)  
838 Marian Way  
Philadelphia, PA 19104  
(215) 555- 5555

Dr. Joan Nagle, Ph.D. (contact's name)  
Executive Director (contact's title)  
Technical Design Group Director (contact's department)  
Casey Engineering Systems Inc. (company name)  
81796 Smith Road (company street)  
Exton, PA 19501 (company address)

March 20, 2008 (date)

Dear Dr. Nagle,

I want to thank you very much for interviewing me yesterday for the Associate Chemist position. I enjoyed meeting with you and learning more about your research and design work.

The interview strengthened my enthusiasm for the position and interest in working for Casey. I believe my education and internship experiences fit nicely with the job requirements, and I'm certain I could make a significant contribution to the firm over time.

I would like to reiterate my strong interest in the position and in working with you and your staff. You provide the kind opportunity I seek. Please feel free to call me at the telephone number listed above if I can provide you with any additional information.

Again, thank you for the interview and your thoughtful consideration.

Sincerely,

(2 spaces if electronic, 4 if printing to sign)  
James Dalious