

## Thank You Notes

Thank you notes or letters are an important part of the career exploration process. It makes an impression to the interviewer, the networking contact, and the recruiter that you are willing to put in extra effort and pay attention to detail. It is a great way to continue to make an impression days after your meeting or interview, and can set you apart from other job seekers.

### Different Formats for Thank You Notes

**Physical note card.** A physical thank you note, printed on nice professional looking stationary with a matching envelope, still makes an impression in our global and digital world. If you have planned ahead, this process will only take a few minutes of your time and will allow you to reap many benefits.

**Email.** There are instances where an email thank you will suffice. These situations are where you did not meet in person, but via email and telephone. By this time you may have mostly corresponded with the recruiter or office manager due to the distance involved. In this situation, it is appropriate to send a thank you email, keeping the content just as you would have done in a physical note card.

### Things You Will Need

**Go shopping.** Preparation for writing a note card or letter involves taking good notes on the interviewer's name, getting the address for this person, and obtaining materials to complete the note. A good pen, paper and matching envelopes, and stamps are the basic materials that you will need.

**Contact Information.** If you don't know the address information or the correct spelling of the name of the interviewer, you can obtain this from the office manager or recruiter who helped you set up the interview.

**Information you will need for the note.** Immediately after the interview or meeting, before you even drive away, take the time to stop and take notes of positive things that stand out, or even something you would like to reiterate about the interview in the thank you note. Taking post-interview notes will help you prepare for follow-up interviews as well. After organizing your notes, write out the thank you note on a blank piece of paper to practice the content you would like to write later on the nicer card or letter. This can save you time and money later without making writing errors or changing your thoughts while writing the note card.

### Components of the Note

**Thank them first.** The thank you should have the basic components of a letter. Start by thanking the person for the interview or meeting. Don't remind, but state what the purpose of the meeting was or what position you were interviewing for.  The interviewer may have had multiple days of multiple candidates and you want to remind him or her of your connection.

**Discuss your connections to position.** In a new paragraph include the positive takeaways that you have taken notes on after the interview or meeting. Include your strengths and how you match the position.

You may add a note about a topic of discussion from the meeting or interview that you would want to reiterate about.

**Thank again.** Conclude with a final paragraph thanking the person for the meeting or interview and that you look forward to hearing from him or her in the near future.

### Sample Thank You Note

Dear Mr./Ms. Last Name:

I sincerely enjoyed meeting with you and your staff yesterday and learning more about the “the Position” at “XYZ Company”.

Our conversation confirmed my interest in becoming part of XYZ Company’s staff. I was particularly pleased at the prospect of being able to “develop a project independently or work with a team.” I feel confident that my education and experiences would enable me to meet the requirements of the job effectively and immediately.

Please feel free to contact me if there is any further information I can provide you. I look forward hearing from you, and thank you again for the courtesy and opportunity you extended to me.

Sincerely,

Your Name