

## Thank you Letters

### Purpose

A thank you note written within 24 hours of an interview is an effective way to enhance the job search process. This timely gesture shows your appreciation and helps keep you as a likely candidate fresh in the employer's minds. Sending this sincere letter shows that you are well organized, enthusiastic, and conscientious; furthermore, it gives you the opportunity to convey any essential information that might have been overlooked during the interview.

Several types of follow-up responses exist. For example, you may hand write, type or e-mail your thank you letter. Which one you choose will be based upon several factors including the culture of the company for which you interview, the position for which you apply, and the personal characteristics of the interviewer.

### Individualize the Content

Your letter should be written as a letter of gratitude from you as an individual to another individual.

The Introductory Paragraph: acknowledge your appreciation for the person taking time out of her/his busy day to meet with you, indicating the interview date, and if interviewing for a job, the position you are seeking. Include anything that excited you about the meeting, such as advice given or knowledge gained.

The Body Paragraph: show your enthusiasm and interest in the position and/or subject(s) of the conversation. Give examples of how you fit in the organization. If you are able to provide information or suggest an answer or solution to a concern mentioned during the interview, this is an excellent time to add value or begin to be an asset to the employer.

The Closing Paragraph: include a restatement of your interest and appreciation. Indicate the next step in the communication process. Whether you are waiting for a decision, planning a second interview, making a follow-up phone call, or scheduling another meeting, show that you are enthusiastically looking forward to your next communiqué.

### Typed vs. Handwritten

The thank you note may be handwritten or typed. Both are acceptable ways to communicate. If you choose to personalize your correspondence, thank you note cards with matching envelopes are appropriate as long as you select a simple card without cute graphics and sayings. If the impression you receive from the interviewer seems more formal, then typed letters would be more appropriate. These letters should be typed on a high quality stationery paper with matching envelope. Both can be found at stationery stores and greeting card shops.

### E-Mail

For most situations, e-mailing your thank you note may be seen as too informal. However, exceptions do exist. If you are interviewing with a high-tech company the interviewer may expect your response electronically. Also, if you sense during the interview that the interviewer prefers electronic correspondence, e-mailing would be appropriate. Last but not least, if the employer is making a hiring decision quickly, it would be advisable to send your thank you letter electronically and possibly follow up with a hard copy in the mail.

### Where and When

Within 24 hours following an interview with 1-3 people, send individual thank you notes to each interviewer. If a large group has interviewed you, send a thank you letter to the primary contact(s) to be shared with the rest of the staff.

In addition to following up after job interviews, your letters may serve a variety of useful purposes, such as:

- Thanking people with whom you have conducted informational interviews
- Thanking those who have assisted with a job search

If you need additional assistance with follow-up letters, visit a career counselor at Career Services.

**[VIEW SAMPLE THANK YOU LETTER](#)**

## SAMPLE THANK YOU LETTER

1234 Rolling Meadows Lane  
St. Louis, MO 63131

July 1, 2002

Ms. Kathleen Johnson  
Program Coordinator  
BJC Hospice  
3040 Clayton  
St. Louis, MO 63101

Dear Ms. Johnson:

Thank you for taking the time to meet with me last Thursday, March 22 to discuss the volunteer coordinator position at BJC Hospice. Please extend my gratitude to your entire staff who were not only very informative but also made me feel relaxed and at home during the interview.

After meeting with you and touring your center, I was struck by the commitment and caring exhibited by your staff to your patients. I am now even more convinced that my education, experience, and skills are well suited for the volunteer coordinator position. I would welcome the opportunity to become an integral part of your staff and work with the volunteers, the heart and soul of the center.

I look forward to hearing from you regarding your hiring decision. Should you have any additional questions regarding my qualifications or require any additional information, feel free to contact me at (314) xxx-xxxx. Once again, thank you for your time and consideration.

Sincerely,

Jane Doe