



Career Development

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Thank You Letter Information

Thank you letters and notes should be standard tools in your job search. The thank you letter should follow a standard business letter format while the note may be a simple handwritten note or card. Which to send depends upon the situation and your personal style.

Thank You Letter Points to Consider

- Be brief and to the point.
- When thanking a potential employer, restate your interest in the position and/or company.
- Always plan your follow up. Make it a point to tell the person when and how they can expect to hear from you in the future.
- If there are multiple people involved, such as with a panel interview, be sure to thank each person. Send one letter to each person or send a single letter to a key person for distribution. When sending more than one Thank You letter, it is very effective to vary each one.
- Always send a written thank you to a person by name.
- The thank you is an opportunity to restate your qualifications. Include any pertinent information you failed to mention earlier. Be sure to reemphasize your skills and abilities.

Basic Parts of a Thank You

1. Statement of appreciation for the interview.
2. Expression of interest in employment.
3. Brief restatement of qualifications.
4. Final "Thank You".

Sample Thank You Note

Dear Mr. Jones,

Thank you for the interview for the _____ position today. I appreciate the information you shared with me and enjoyed meeting _____ from the _____ Department.

My interest in working for _____ is stronger than ever, and based on your description of the position, I know I can do a good job for you.

I will contact you by _____ of next week to learn of your decision.

Sincerely,