



## Tips for Career Success: Writing Thank You Notes

Writing a thank you note after an interview may be the last thing on your mind, but it is important and does not go unnoticed. Thank you notes can be simple but should be specific to your interview and should be sent within 24-48 hours of your interview. A thank you will leave an impression on the employer and will be a refresher for them the next day. While you are thanking the employer for their time, you are also following up and showing that you are enthusiastic about the position and demonstrating why you are a great candidate.

### GENERAL TIPS

- Before you leave your interview, be sure you collect business cards from each person you interviewed with. This will help you build your network as well as give you the information needed for sending a thank you.
- Send your thank you note within 24-48 hours of your interview. However, do not send the letter immediately after the interview from your phone. It might seem impersonal and you want to show you've processed and reflected on the interview.
- An email is acceptable, but consider sending a hard copy as well.
- Be sure you proofread! Don't simply rely on spell check because it often misses words used incorrectly and grammar errors. Employers are looking for someone who can communicate professionally and you can convey this in your thank you letter.

### WHAT TO WRITE?

- Keep your note brief – 1 page or less – but be specific.
- Elaborate on important points you made and follow up on questions asked during the interview. This will show you've thought about the interview in depth and you're enthusiastic about the position.
- If you interviewed with multiple people, personalize each thank you letter adding in components from each interview.
- Try to keep it to three paragraphs or less. See below for suggested guidelines:

#### Thank you for your time...

- Thank the interviewer for their time. Show your appreciation, the employers have busy schedules!
- Include the date of your interview; don't simply say "yesterday".

#### I enjoyed talking with you about...

- Remind the employer about why you are a great candidate for this position.
- Include your skills and background and how you would fit in with the company.
- Elaborate on important topics and questions from the interview.

#### Thank you again, let's stay in touch...

- Thank the interviewer once more.
- Remind them of your interest in the position and/or company.
- Note that you will stay in touch and look forward to hearing from them.

### ARE THANK YOU LETTERS EFFECTIVE?

Employers vary on their responses to thank you letters; some appreciate the letter and consider them when making their final hiring decision, and some are indifferent. However, even those who are indifferent will notice and appreciate the extra time and effort you've put into applying for this position.

## SAMPLE THANK YOU LETTER

500 Salisbury St.  
Worcester, MA 01609

September 20, 2014

Ms. Emily Wright  
Enterprise Holdings, Inc.  
400 Rental Road  
Chelsea, MA 01115

Dear Ms. Smith,

Thank you for taking the time to interviewing me on September 19, 2014 for the Management Internship Program position at Enterprise Rent-a-Car. I enjoyed meeting with you and learning more about the company and internship opportunity.

It was great learning more about your experience as an intern and your career path at the company. It was great to hear that interns are given a lot of responsibility and the opportunity to network with team members from other locations. Because of the importance of customer service in the role, my experience at Stop and Shop and leadership roles on campus make me an outstanding candidate for this position. I am confident that I will be a valuable member of the Enterprise team, adding energy and enthusiasm in all aspects of the job.

Thank you again for your time and consideration. I am very excited about the Management Internship Program and look forward to hearing from you soon. Please feel free to contact me at (123)456-7890 or [Jane.Jones@assumption.edu](mailto:Jane.Jones@assumption.edu) if you have any additional questions about my qualifications.

Sincerely,  
Jane Jones