Thank You Notes

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TEXAS A&M UNIVERSITY
SCHOOL OF LAW

Office of Career Services

Thank You Notes

Thank you notes? No thanks!

Thank you notes may seem like a chore, but they can serve as an additional opportunity to promote yourself to an employer and may even tip the balance between getting an offer and not. One 2L who received a summer offer from a prestigious firm was told that his handwritten notes to all eight partners with whom he interviewed were a factor in his selection.

Should I write or type my thank you notes?

There are varying opinions on this. We recommend handwritten notes because they add a personal touch; however, if your handwriting is poor or if you feel more comfortable with a business letter format, you may want to type your thank you. Either way, it is important to write and send your thank you notes within 24 hours after the interview, as your conversation will be fresh in both your and the employer's minds. Also, if you are handwriting your note, be sure to use nice stationary. For a letter, use bonded paper as you would for a resume or cover letter.

What should I write?

Your thank you note need only consist of a few lines. You should start by thanking the person you are writing for meeting with you and arranging your visit to the firm. It is a good idea to include the date the interview occurred. You should also reaffirm your interest in the firm by emphasizing an aspect of the interview you want the employer to remember. For example, you could write, "As we discussed, I am very interested in your firm because I would like to gain practical experience in a labor law practice that involves substantial representation before the National Labor Relations Board." This information not only reminds the employer who you are and what you talked about, but points out your interest in the firm or organization and why you would be a good fit for the job. You can additionally personalize your note by referring to something that you talked about in the interview. Some examples are:

- "I look forward to seeing the new Spielberg movie you told me about."
- "I will say hello to Mr. Jones when I see him."
- "I have called the Tarrant County Bar Association Office and volunteered to work on the Habitat for Humanity house. Thanks for alerting me to the opportunity."
- "I have registered for the State Bar CLE on bankruptcy law, and found out that it is free to law students. Thanks again for the suggestion."

If you are hoping for a particular outcome from the interview, such as a job offer, you can close with an expression of that wish. For example:

- "Having met with you and other members of the firm, I am even more convinced that the fit between me and the firm is right, and that working together would be productive for both of us."
- "Having talked with five different lawyers in your office about some of their duties, I feel strongly that I have something to contribute to your firm."

But do I *have* to send them to everyone?

If you interviewed with several people in an office, you do not have to send thank you notes to everyone. You can pick out one or two people to send thank you notes to, and ask them to pass along your thanks to the other interviewers. If you do send a note to everyone, make sure you personalize each note to make them different. Thank you notes often end up in the same file and may be compared. Don't forget to thank the recruiting coordinator, who spent time and effort arranging your interview schedule.

Sample Thank You Notes – DO NOT COPY!

Dear Mr. Costanza:

I want to thank you for the time you spent with me on Monday, as well as for introducing me to Mr. Kramer and Ms. Benis. I really enjoyed speaking with all three of you. I am so happy to meet lawyers who love practicing law! My visit also reinforced my desire to work with you. I believe I could make a contribution to your firm. I hope you agree. I look forward to hearing from you.

Dear Ms. Soprano:

Thank you so much for meeting with me on Monday. I know you have a busy schedule, and I sincerely appreciate your making time to visit with me. Thank you for your advice about my coursework. I have registered for both Trial Advocacy and Texas Criminal Procedure next semester as you suggested. I would love to have the opportunity to work for you next summer and put into practice some of what I have learned. I hope I will hear from you soon.

Be sure to proofread your thank you notes after you've written them, and make sure you have spelled the interviewer's name correctly. If you are unsure of how to spell a name, you can often check the law firm's website or its listing on Martindale Hubbell.