

Thank You Letter

Ryerson Career Development and Employment Centre

WHEN TO SEND ONE?

- Immediately following an interview or information interview, while the conversation is still fresh in your mind (preferably within 24-48 hours after)
- After receiving a job offer, a rejection, or upon leaving a job



WHY SHOULD YOU SEND ONE?

- It expresses your thoughtfulness and appreciation
- Few people send thank you letters; therefore, if you do, the employer is more likely to remember you
- It is a way to reiterate and highlight your strengths and qualifications to the employer, as the employer may not remember well after going through a long list of candidates
- You can build on strengths of the interview and emphasize the match between you and the job, especially now that you know more about the job and the company
- It might be the last chance to market yourself well to the employer
- You may be able to rectify/clarify something that did not go well during the interview
- It is an opportunity to restate your interest and enthusiasm for the position, and it puts you on top of the employer's list of candidates
- It is another chance to show how well you can communicate with the employer, especially using literary skills
- It could assist in building a positive relationship with the employer as well as resulting in a job offer
- A letter in response to a termination or rejection might result in a recommendation or consideration for a future position

SOME THINGS TO REMEMBER WHILE WRITING A THANK YOU LETTER

- It should be a formal and professional business-like letter with absolutely no slang or acronyms
- It should be addressed to a specific individual, and be sure to spell out the name correctly
- Proofread it several times yourself and have a few other individuals proofread it before you send it
- Customization is vital as opposed to sending a generic letter which can ruin the positive impression you are trying to make



Outline of a Thank You Letter

Your Address (Line 1)
Your Address (Line 2)
Your Address (Line 3)

Date

Employer Name
Employer Job Title
Company Name
Company Address (Line 1)
Company Address (Line 2)
Company Address (Line 3)

Dear Mr./Mrs./Ms. Last Name:

Paragraph 1: Briefly thank the employer for the interview opportunity and state the position you were interviewed for (or are interested in), as well as the day.

Paragraph 2: Take the opportunity to summarize your strengths and essential qualifications for the position that you were interviewed for. Use the opportunity to state anything that you thought was important, but failed to mention during the interview. To demonstrate that you were actively listening during the interview, try to relate to something interesting that came up and/or that you learned about the position and/or the company during the interview.

Paragraph 3: Thank the employer again and indicate that you are looking forward to the next step of the process (or that you are looking forward to hearing from the employer soon).

Sincerely,

Signature (unless emailing)

Your Full Name



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