

# Thank You Letter Guidelines

No interview or interaction should ever occur without being followed up with a “thank you” letter. Follow up is the essential piece to guaranteeing your future steps in the employment process. Many employers have stated it was the deciding factor in a job offer. It is an indication of the type of employee you will be. Like the cover letter, it represents your professionalism and serves as a writing sample. Also like the cover letter, proof and re-proof it; sending a poorly constructed letter is worse than sending none at all.

The debate over whether to send it e-mail or snail mail continues. It really depends on the industry and the individual. If the employment decision will be made overnight, or you know the recruiter will be on the road for a while, it would be better to e-mail, right after the interview. Snail mail is preferred by many conservative companies and older recruiters.

## Structure

An effective “thank you” letter clearly and concisely confirms your interest and your value to the company in a professional manner. It should be addressed to the person with whom you interviewed or spoke, so remember to get their business card or contact information. The “thank you” letter usually consists of two parts: A “thank you” paragraph, including special points mentioned in the interview/meeting, and a final paragraph, referring to any additional materials which were requested and/or the anticipation of a favorable reply.

## General Guidelines

- You have a choice of using the same quality paper and printing as the resume and cover letter; or, professional stationery and a hand written “thank you” letter.
- Remember that you are reiterating the value you offer the employer; mention special topics that were discussed during the initial meeting / interview.
- Be sure to send any enclosures or additional information requested by the interviewer.
- Sprinkle the letter with any “buzzwords” or language used during the meeting.
- Communicate in simple, clear sentences with proper grammar and spelling.
- Watch the number of times you use the word “I”.

## E-Mail Thank You Letters

- Choose a subject line for the e-mail that is short and appropriate.
- Maintain a formal, respectful tone in your e-mail. You should NOT use a casual writing style just because you are sending a note via e-mail. Good grammar is extremely important.
- Be sure to use the spell-checker before sending your e-mail.
- It is never acceptable to use emoticons in professional communication.
- You should attach any additional information that was requested to the e-mail (i.e. electronic copy of your resume, list of references, etc.). Be sure to mention the attachments in the body of your e-mail.
- Close the e-mail with “Sincerely” or “Regards” with a comma, followed by your full name. Under your name, include your contact information.

*Please refer to the sample located on the back...*

## Thank You Letter Sample

January 7, 20xx  
(4 spaces)

Ms. / Mr./ Dr. Employer  
Title  
Name of Organization  
Street Address  
City, State Zip Code  
(2 spaces)

Dear Ms. / Mr./ Dr. Employer:  
(2 spaces)

Paragraph One: Thank the interviewer for the interview. Provide specific information about the date and location of the interview as well as the job title of the position for which you interviewed. Tell the reader why you are interested in working for the organization, (again letting them know you have done your research and/or listened to them during the interview. If you can remember a specific point of the conversation they discussed, reiterate it.) Include a statement about how your qualifications match the requirements for the position (you are still selling yourself).

Paragraph Two: Provide the reader information about the status of any additional material which was requested from you during the interview (references, copies of papers or transcripts, or etc.). Close the letter with your expectation of a favorable response.  
(2 spaces)

Sincerely,  
(4 spaces)

Ann Marie Robinson  
(4 spaces)

Enclosures:    (if you included something)