



THANK YOU LETTER | **GUIDE**

GUIDE - *Thank You Letters*

- They can be mailed or e-mailed. Use e-mail only if you've already communicated with the recipient via e-mail or if you know that a quick decision will be made about the position. If you interviewed with more than one person, be sure to thank each person involved in the interview.
- Thank You letters are typically much shorter than cover letters. Follow the guidelines in our "Thank You Letter E-mail Sample" for appropriate formatting instructions for thank you letters sent by e-mail.
- Regular white paper may be used when sending a thank you letter by mail, but consider using a nicely designed or well-constructed handmade card. Remember that most of the time you will be dealing with creative people, so a card can make you stand out more than a letter on regular white paper.
- Mail the letter out quickly; do it the same day if you can. You do not want days to go by and a hiring decision to be made before they receive the letter. You want to keep yourself fresh in their minds as a candidate.

WHAT TO INCLUDE - *Thank You Letter*

1. Salutation

- If you are on a first name basis with the recipient after the meeting with him/her, it is fine to use only a first name (e.g. "Dear Maria:"). Otherwise, address them formally (e.g. "Dear Ms. Smith").
- If you interviewed with multiple people, be sure to thank each of them individually.

2. Introductory Paragraph

- Thank the recipient for his or her time.
- Remind him or her which position you interviewed for and when you met (even if it was the same day).

3. Middle Paragraph

- Express your continued interest in the position.
- If applicable, discuss something you liked about the interview or enjoyed learning about the company. Include anything discussed in the interview that will help them to remember you or something specific that you felt helped you connect to the company or job that you realized you forgot to talk about during the interview!

4. Closing Paragraph

- Let them know that you are available to answer further questions.
- Thank them for their consideration.

5. Closing

- Keep it simple and traditional, for example "Thank you" or Sincerely Yours."



THANK YOU LETTER | **SAMPLE**

December 14, 2012
Company Name
5678 Somewhere Lane
Los Angeles, CA 90045

Dear James:

Thank you very much for taking the time to meet with me yesterday. I enjoyed discussing the Graphic Designer position with you and getting further insight into that role.

After meeting with you, my interest in the position has grown significantly. [Company Name] has an amazing studio and dedicated employees, and I hope to soon be an integral part of the team. You mentioned that the company is interested in expanding globally, particularly into Mexico and regions of South America. I forgot to mention that I studied abroad in Mexico as a junior at Otis College of Art and Design. I feel that this experience, and the knowledge I gained from it, will be of great use to the company as you undertake this expansion process.

I would be happy to provide you with further information to enhance my candidacy. I look forward to hearing from you in the near future.

Sincerely,

Jane Doe

Jane Doe
310-999-9999
1234 Any St. Los Angeles, CA 90045
janedoe@student.otis.edu
www.janedoedesigns.com



THANK YOU LETTER | E-MAIL SAMPLE

To: james.smith@agreatcompanyonline.com
Subject: Thank You

Dear James:

Thank you very much for taking the time to meet with me yesterday. I enjoyed discussing the Graphic Designer position with you and getting further insight into that role.

After speaking with you, I feel that I am even more interested in the job than I had been previously. [Great Company] has an amazing studio and dedicated employees, and I hope to soon be an integral part of the team. You mentioned that the company is interested in expanding globally, particularly into Mexico and regions of South America. I forgot to mention that I studied abroad in Mexico during my junior year at Otis College of Art and Design. I feel that this experience, and the knowledge I gained from it, will be of great use to [the company] as you undertake this expansion process.

If I can provide you with any further information to enhance my candidacy, I would be happy to provide it. I look forward to hearing from you in the near future.

Sincerely,

Jane Doe
310-999-9999
janedoe@gmail.com
www.janedoedesigns.com