

Thank You Letters

The Career Services Office recommends that you make a practice of sending thank you letters each time you interview for a position, conduct an informational interview, or any other time someone assists you in your job search.

If competition between you and another candidate is intense, a thank you letter may provide the edge that lands you the offer. Says one employer: "I have gone out of my way to hire candidates who have the grace to send a thank you note."

A handwritten note is always appropriate. You may also type your thank you letter in a business letter format.

The protocol for emailed thank you notes continues to evolve. While acceptable, most employers still express a preference for thank you letters sent by U.S. mail.

How do you decide whether to e-mail or "snail mail" a thank you letter? Consider how much of your communication with the employer has been by email. If you are still uncertain about whether an employer is e-friendly, stick to using a hard copy thank you letter.

If you feel you owe a special thank you to several persons in an organization and decide to send an email, take the time to send each person an individual message rather than using the "cc" option.

Whether sent by email or U.S. mail, your letter should be as personal as possible. Thank the person for his or her time, and mention something you found particularly helpful or interesting (e.g., "Thank you for suggesting courses I should take before I graduate."). If it was an informational interview, thank the person for any job leads or contacts, and share how you plan to act on this information (e.g., "At your suggestion, I spoke with Robert Brubeck and we plan to have lunch next week.").

Convey honest enthusiasm in your thank you note (e.g., "After our meeting yesterday, I am even more convinced that Miller & Bridge, P.C. is the ideal firm for me."). Use this opportunity to stress your specific skills or experiences that make you a particularly attractive candidate (e.g., "My experience as a

mechanical engineer at Ford Motor Co. makes me a strong candidate for your intellectual property practice.”).

If you have interviewed with a large number of people in the same office, you need not send thank you notes to every person. You may select one or two people, and ask them to pass along your thanks to the others. If you decide to send individual thank you notes to each interviewer, be certain to personalize each note - thank you notes usually end up in the same file and may be compared.

It is a good idea to ask each interviewer for a business card as you proceed through your interviews. Immediately following your interview day, jot notes about particular interviewers on the back of his or her business card. This will help immensely as you write your thank you notes.

Send your thank you notes as soon as possible. Within 24 hours is ideal, so that the interview is still fresh in your mind. Don't forget to proofread carefully – a single error in your letter may be fatal. Feel free to email your thank you letter to the Career Services Office for review at lawcareers@wayne.edu.

In conclusion ...

Above all else, your thank you letter must be well-written, error-free, courteous, and sent to the appropriate person(s) and address. Don't invest time and energy in your initial cover letters, resumes and interviews only to be eliminated from consideration because of a careless follow-up communication.

Please see the following pages for sample thank you letters.

SAMPLE THANK-YOU LETTER/JOB OR INTERNSHIP INTERVIEW

Susan Mullens
4450 Old Creek Lane
West Bloomfield, Michigan 48084
(248) 555-5555

March 10, 2010

Mr. Thomas Crane
Supervising Attorney
Western County District Attorney's Office
927 Lindell Road
Great Plains, Michigan 48000

Dear Mr. Crane:

Thank you so much for interviewing me for the law clerk position with your office. I enjoyed meeting you and your staff and learning more about the issues that are confronting Western County this year.

As we discussed in the interview, I have completed the Free Legal Aid Clinic at Wayne Law and have strong research, writing and interpersonal skills. I look forward to the opportunity to utilize these skills for the benefit of Western County.

Please do not hesitate to contact me if I may provide any additional information. I hope to hear from you soon and may be contacted at the above telephone number or by email at student@wayne.edu. Thank you again.

Sincerely,

Susan Mullens

SAMPLE THANK-YOU LETTER/FOLLOWING CALLBACK INTERVIEW

5155 Hartwell Street
Detroit, Michigan 48235
313-222-2222

March 14, 2010

Mark M. Miller
Miller & Scott, P.C.
515 Jefferson Avenue
Suite 249
Detroit, Michigan 48226

Dear Mr. Miller:

Thank you for taking time out of your busy schedule to meet with me yesterday afternoon. I thoroughly enjoyed my visit to your firm. I particularly enjoyed our discussion of the firm's burgeoning finance practice, and the anticipated changes in the field as the U.S. economy contracts. You were especially kind to arrange my visit with two recent graduates of Wayne State University Law School. It was helpful to gain the perspective of associates in the firm's corporate department. Miller & Scott's hands-on approach to associate training and development is well-suited to my work style and abilities.

I remain extremely interested in pursuing an associate position with Miller & Scott. Should you require additional information as you consider my candidacy, please do not hesitate to contact me at your convenience.

Thank you again for your time and consideration. I look forward to hearing from you.

Very truly yours,

Candace C. Cumberbatch

COLLECTIVE THANK-YOU LETTER FOLLOWING CALLBACK INTERVIEW

240 Miner Road
Shelby Township, MI 48

May 10, 2010

Barbara T. Bennett
Forest & Dankovich, PLLC
749 Highland Avenue
Romulus, MI 48

Dear Ms. Bennett:

Thank you for an enjoyable and informative visit to the offices of Forest & Dankovich, PLLC yesterday. I greatly appreciate the opportunity to meet with members of the firm and to tour your impressive new offices. Our discussion of women in the courtroom and avenues for professional development was enlightening. I am grateful for your candor and willingness to share your perspective.

Please extend my thanks to your colleagues William Smith, Patricia Summerville and Timothy Rogers for meeting with me, and to Veronica Smidley for arranging my visit. I particularly appreciated the opportunity to speak at length with Mr. Smith and Ms. Summerville regarding the extensive litigation training program at Forest & Dankovich.

I remain very interested in pursuing a summer associate position at your firm. Should you require additional information as you consider my candidacy, please do not hesitate to contact me at 313-555-1234 or bbennett@wayne.edu.

Thank you once again for your time and consideration. I look forward to hearing from you.

Sincerely,

Alexandra Lizana