

Writing a Professional Thank You Note



After an interview, you have a second chance to make a positive impression. By writing a well-crafted thank you note to each person you met during the interview process, as well as your references, you get a second-chance to market your fit with a professional opportunity.

- Get business cards from each person who interviews you so that you will have correct business titles and spellings of their names.
- Remember that the thank you note is yet another “audition piece;” it is a sample of your writing, so it should be carefully constructed and thoroughly proofread.
- Send your note within 24 hours of your meetings. Even if the job is not a match, thank the recipient for his/her time and hospitality. Say something positive about the organization; you may have opportunity to work with these people in the future.

Format

- It is often most appropriate to email your thank you because of the momentum of the hiring process (i.e. the employer wants to fill the position quickly) or the preferred communication style (electronic) of the employer.
- You can also follow up with a typed or written thank you. Use quality stationery or a simple thank you card.
- First paragraph: thank the reader for meeting with you to discuss ____ on ____ (date) and say something positive about the experience, the organization or the people you met.
- Second paragraph: Make a connection between something you discussed and your skills, showing your fit with the job/organization. This demonstrates that you were listening as well as talking, and that you have given thoughtful consideration to the opportunity. If you were asked to provide additional information, do so in this letter.
- Closing: restate your interest in the position and thank the reader again.
- Special note: If you know that this is not a good fit, gracefully withdraw from consideration by telling the reader that you appreciate the time you were given and that, after careful deliberation, you believe you are not the best person for the position and would like to withdraw your name from candidacy. If you would be interested in other positions, say so.
- Use standard business closing and sign the letter (if handwritten)

Sample Thank You Letter

Date (Month XX, 20XX)

Dear Ms. Clancy,

I want to thank you for the opportunity to meet yesterday and discuss the marketing position available at Shamrock Industries. Your vision for international expansion is both exciting and timely.

After our conversation, I am more eager than ever to be part of Shamrock's international launch. My success as an intern with the International Marketing Network (IMN), particularly with "first time internationals," prepares me to significantly contribute to this endeavor.

Again, thank you for your time and consideration. I look forward to speaking with you further at our next meeting, on Month XX.

Sincerely,

Abbey Kennedy

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