

THE THANK YOU NOTE

One of the most important things you can do after an interview is to send a handwritten thank you note to the interviewers. This applies whether you had a 20 minute interview with an employer on campus, an informational interview over coffee or lunch, or a callback interview. Writing a thank you note is not difficult, but the impact it has on the recipient(s) is well worth your time. Remember that thank you notes should generally be handwritten, but if your handwriting is not legible, you can send a typed note. Keep in mind that spelling and punctuation are vital in any business correspondence, so double and triple check for errors – you might even want to have a second pair of eyes look over your note before you send it. Below please find a format for a thank you note to help get you started.

Date

Dear Mr. Lastname,

Use the first sentence to thank the interviewer for meeting with you or interviewing you. Let them know you understand the time constraints on their work schedule and appreciate the time they took out of their busy day to talk to you. Next, tell them something unique about themselves or their office that was noteworthy to you. A tidbit of information like that will let them know that you were paying close attention during the interview and took mental notes on what the interviewer said. Emphasize how much you enjoyed hearing/reading about or being at the office (depending on your circumstances) and that you would truly like to work there. You can state a reason as to why you feel like you would be a good fit at the firm. If the meeting was an informational interview only, you should simply focus on some of the tips that were provided to you. Lastly, state your thanks again and tell them that you hope to talk to them again soon.

Sincerely,

Student's Signature