

# Thank You Letters, Notes, and E-Mails

## IT'S IMPORTANT TO SAY THANK YOU!

### First Impressions Last, and Last Impressions Do Too

We sometimes focus on your first impressions when meeting someone professionally, but "last" impressions are equally important. Writing a sincere thank you note after an informational or job interview is a great way to build relationships, demonstrate your writing ability, and convey a strong interest in the organization.

### Guidelines for Effective Thank You Notes

- First, make sure you get contact information after any type of interview. It is perfectly fine to ask for your interviewer's business card at the close of the meeting.
- Send your thank you note within 24-48 hours.
- You may send a hard copy letter in a traditional business letter format, a hand-written note, or an e-mail. All are acceptable.

### What You Need to Accomplish

#### Required

- Thank your interviewer for taking time to meet with you.
- Reiterate your genuine interest in the organization.
- Demonstrate that you can write well.

#### Optional

- Follow up on interview questions that you may have answered incompletely or not to your satisfaction.
- Provide information about something that wasn't asked in the interview but that you feel is important.

## SAMPLE E-MAILED THANK YOU NOTE

From: jgarcia@uic.edu  
To: srosen@nmfn.com  
Subj: Thank you for the opportunity to interview

Dear Ms. Rosen:

It was a pleasure to speak with you this morning about the financial analyst position at Northwestern Mutual. I enjoyed learning more about your initiatives, office and company culture, specifically the contribution match program benefiting The United Way. I am very excited about the possibility of joining your team.

If you have any questions, please reach me via e-mail at jgarcia@uic.edu or by phone at 312-996-2300. Thank you again for your time.

Best,  
Jay Garcia

