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