



# Ready Reference F-7

## Thank You Letter

### Tips & Sample

#### Tips on Sending a Thank You

Maybe you've just made a great contact at a career fair, or an alum has shared valuable career advice with you. Or perhaps you've just returned from an interview for an internship or full-time position. There is one more document that lies between you and your potential career: the Thank-You Letter. Don't forget this important step. Employers are seeking conscientious employees. Sending a thank-you letter to a network contact or interviewer demonstrates that you know proper business etiquette and are appreciative of the opportunity that he or she has extended to you.

What should you include in a thank-you letter? Here are some tips:

- Send the letter within 24 hours of the event.
- Make sure the letter is business-like in appearance. It should be printed on the same paper stock as your resume.
- Always have someone proofread your letter before sending it.
- Free thank-you cards are available from CEAT Career Services.
- Thank the contact or employer for his or her time. This is after all, a thank-you letter.
- Thank-you letters in response to telephone conversations, career fair contacts and other brief exchanges, and informational interviews should be short. Relate the major points of the conversation and express your appreciation for assistance.
- Be sure to sign your letter.
- Some additional pointers if you are sending a thank-you following an interview:
  - Mention some of the things you learned during the interview, specifically those things you feel you are qualified to do.
  - If you forgot to mention something during the interview, or would like to clarify a point from the interview, include it in the thank-you letter.
  - If the employer requested that you submit samples of your work or some other documentation, you may send them with the thank-you letter. Be sure to mention the attachments in your letter: "As requested, I am forwarding copies of the networking certificates I earned during my last internship."
  - Invite the employer to contact you for more information if necessary.
  - State that you are looking forward to the employer's decision.
  - Once you have accepted a job offer, send your new employer a thank-you letter. This is a very effective way to start forming a positive relationship with your new employer.
  - If you withdraw from consideration for a position or if you turn down an offer, send a polite and positive thank-you letter, which leaves the door open for future consideration.

In response to a rejection, follow a similar format. Express your gratitude for being considered as well as your continuing interest in working for the company.

## Sample Thank You Letter

Use the heading from your resume for your contact information

Date

Mr. Richard Roe  
Human Resources Manager  
Something Corporation  
111 South Street  
City, State, Zip

Dear Mr. Roe:

I am writing to thank you for the opportunity to interview with you on September 24. The interview was both informative and interesting, and further strengthened my enthusiasm for the position with Something Corporation.

I believe that my education and work experiences match the requirements of the position. As you review your notes from our discussion, I hope you will agree that I possess several additional qualifications that would contribute to your organization. These include the ability to relate well with others, a willingness to accept new responsibilities and challenges, and a desire to achieve results.

I want to reiterate my strong interest in working with you and your staff. Please feel free to contact me at 405-777-7777 if I can provide further information.

Again, thank you for the interview and your consideration. I look forward to hearing from you.

Sincerely,

Stan Student