



# The thank-you letter

A critical component of your job and internship search strategy

## Purpose

The main goals of a thank you letter are to show appreciation for the employer's time and consideration of your candidacy, to reiterate your interest in the position/organization, and to follow-up with information the employer may have asked you to provide after the interview.

## Set up

A hard copy of a cover letter will include formal headings as below: your name and address, the date, and the employer's name and address. If you are using letterhead stationery, do not include your name and address. If you are writing an email cover letter, start with the salutation (Dear Mr. Employer).

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## Quick Tips

- Email is the fastest way to send a thank you letter.
- Send thank you letters as soon as possible: 24 to 48 hours after the interview.
- Thank everyone who interviewed you (send a letter to each person and vary the content).
- Keep letters short.
- Proofread before sending!
- Always send a thank you note. Even if you decide you would not want the position if it were offered, this maintains professionalism and keeps your connections strong.

# Sample Thank You Letter

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## Tip:

E-mail is the fastest and easiest way to send a thank you. You do not need to include formal address or date information if you are sending by e-mail.

Your Name  
Street Address  
City, State Zip Code

Date

Employer Name  
Title  
Company  
Street Address  
City, State Zip Code

Dear (address to a specific person using full name and title):

## Opening Paragraph

Express your appreciation for the employer's time and consideration. Personalize the letter by including something specific from your discussion with the individual. Continue to personalize the letter to each person if you had multiple interviewers. Mention that you have enjoyed learning more about the organization/department and position. Include specific details.

## Middle paragraph(s)

Briefly reiterate your key selling points for the position and incorporate knowledge you gained from the interview. Remind the recruiter of some of the ways you "fit" their needs. Highlight two to three relevant skills that make you a great fit for the position (use examples of related coursework, projects, activities, and work experience that would enable you to make a positive contribution to the position or organization).

## Closing paragraph

Offer to provide any additional information to support your candidacy. Based on any follow-up arrangement or timeline discussion in the interview, confirm the next steps for the process. Conclude by thanking the interviewer for his/her time and consideration. State that you look forward to speaking with him/her again soon.

Sincerely,

(Signature)

[Your Name]