Maybe you’ve just made a great contact at a career fair, or an alumnus shared some valuable career advice with you through an informational interview. Perhaps you just heard a great guest speaker in class or returned from an interview for an internship or full-time position. There is one more thing to do – write your THANK YOU note (or letter).

Don’t forget this important step!

Prospective employers seek conscientious employees. Sending a thank-you note or letter to a network contact or interviewer demonstrates that you know proper business etiquette and are appreciative of the opportunity that has been extended to you. It won’t guarantee you final selection, but it can help maintain a positive impression as well as demonstrate your sincerity.

What’s the difference between a “note” and a “letter”?

- A note is typically handwritten on blank card stationery. A letter, by comparison, is usually typed and printed on the same type of paper as your resume and other formal business correspondence.
- A note is usually a total of 4-6 sentences; a letter is often 1-2 paragraphs.
- Whether sending a handwritten note, or a typed letter, it is preferred for this communication to be mailed; yes, that means being sent via U.S. Mail (“snail mail”).

Is email okay for my “Thank you” note?

- It depends on timing and the contact information you have. In general, a handwritten note or more formal letter is preferred to an email.
- If you interviewed for an internship or job, and were told that they would follow up by the end of the week – then, yes, email is likely better to ensure that your “Thank you” is received in time.

What needs to be attended to with your “Thank you” note or letter?

- First and foremost = timing. It is best to mail the note or letter within 24-48 hours of the event.
- Make sure the letter or note is business-like in appearance. If typed, it should be printed on the same paper stock as your resume.
- If handwritten, then use professionally styled stationery or note cards. Thank-you note cards are available through Human Sciences Career Services as well as OSU Career Services.
- Always have someone proofread your note or letter before sending it.
- Be sure to thank the contact or employer for his or her time.
- Thank-you letters should be short when writing in response to telephone conversations, Career Fair contacts, brief exchanges, and informational interviews. Relate the major points of the conversation and express your appreciation for assistance.
- Don’t forget to sign it!
What should you include in a thank-you letter immediately following an interview?

- Mention some of the things you learned during the interview, specifically those things that relate to your most important qualifications.

- 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 at any time for more information.

- 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 an 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 in order to leave 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 same letterhead and contact information as on your resume! ***

Date

Mr./Ms. First & Last Name  
Job Title  
Company  
Street Address  
City, State Zip Code

Dear Mr./Ms. Last Name:

Thank you for the recent opportunity to interview with you. My experience was both informative and interesting. In fact, it only strengthened my enthusiasm for Something Corporation and the position you have posted. If selected for the position, I look forward to being a part of the team.

One of the points you mentioned during my interview was very memorable – specifically … (insert here something that you remember from your interview). As you review your notes, I hope you will be reminded of my qualifications and desire to contribute to your organization. With an ability to relate well with other professionals, a willingness to accept challenges, and a desire to achieve results, I offer you my commitment to excellence. As you review the information, if you have any additional questions or need clarification in any area, please feel free to contact me at your convenience.

Again, thank you for the interview and your thoughtful consideration of my application. I do indeed look forward to hearing from you.

Sincerely,

(Your signature)

Sally Student

NOTE: For more personalized and effective letter, customize those parts that are underlined above. For example, rather than saying “the position” – be specific and name the position or opportunity for which you interviewed (e.g., Executive Leadership Development Program).