

THANK YOU LETTERS

Why send a Thank you Letter

A thank you letter is an essential component of the interview process, whether for the job search, graduate school, and/or an informational interview. This simple gesture can speak volumes about your interest and true appreciation for the opportunity to interview. The thank you letter is another opportunity to show an interviewer what a great fit you would be with their organization or program.



General Tips

- Be sure to write and send the letter within two days of the meeting
- If multiple people interviewed you, send a thank you letter to each and personalize each one by talking about something specific you discussed with them. You can mention some key points that you think the employer should remember about you.
- Ask for your interviewer's business card, or write down the interviewer's titles and the proper spelling of their names before leaving the interviewer site.
- Conclude the thank you letter by mentioning again how interested you are in the position/program and why.
- Carefully proofread each letter, and have one other person review it.
- Remember to keep your thank you letter to ONE page

Many wonder what type of thank you letter should be sent: typed, handwritten, or emailed. The following descriptions will help you decide:

Should it be... Typed or Handwritten?

If your handwriting is legible, then consider personalizing your correspondence. However, if your handwriting is poor, typing the correspondence is perfectly acceptable. In addition, if the impression from the individual is strictly formal, then typed would be more appropriate.

What about... paper and Envelopes?

Thank you note cards with matching envelopes are appropriate for use, as long as you stick to a simple card without cute graphics and sayings. High-quality stationery paper with a matching envelope is suitable as well. Both can be found at stationery stores and greeting-card shops. It is best when sending a thank you note to use neutral paper, such as white or cream, and to stay away from colored paper.

Should it be... Email?

For most situations, e-mailing your thank you note may seem as too impersonal. If all previous correspondence was via e-mail, then emailing the thank you letter is fine. For students participating in on-campus recruiting through the Career Center, it is important to email an immediate thank you note to the interviewer. Emailing a thank you note will reaffirm your interest in the position.

SAMPLE THANK YOU LETTER

170 Rockin Street
St Petersburg, FL 33701

RockyB@mail.usf.edu
(615) 555-6421

March 3, 2021

Ms. Emma Wilson
Personnel Manager
Super Computer and Electronics
1212 Lark Lane
Richmond, VA 23230

Dear Ms. Wilson,

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.

I was particularly impressed with your warehousing procedures. Mr. Moore was so thorough in explaining your process to me, and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through independent study this term. Perhaps, I can share my final report with you and Mr. Moore.

Again, thank you for your hospitality during my visit and for all of your efforts to arrange my visit. Having seen your operation, I am more enthused about the career opportunity that Super Computers and Electronics offers. I look forward hearing from you regarding your decision.

Sincerely,



Rocky D. Bull