

THANK YOU LETTERS



The **thank you letter** is perhaps one of the most overlooked components in a successful job search. When conducting a job search you should always strive to stand out from other candidates. One of the most effective ways to distinguish yourself from the crowd is by sending a thank you letter.

Thoughtful people are remembered. When someone has been kind enough to give you a significant amount of their time, it is only polite to acknowledge your appreciation. Ideally, a thank you letter should be sent within 24-48 hours after an interview.

Aside from being polite, thank you letters can serve a strategic purpose. After an interview, the thank-you letter helps to remind the interviewee of key issues you discussed, highlights your qualifications and reiterates your continued interest in the position. A well written and timely thank you letter is one of the most effective letters you can write.

Tips on Writing Thank You Letters

- **Be Prompt.**
Don't Delay -write your letters within 24 hours.
- **Be Specific**
Remind the employer of the specific date that you met (remember that "yesterday" is meaningless once a letter has been mailed). Remind them of key points from your discussion. The more specific you are, the more your interviewer will remember you from the crowd.
- **Be Professional**
Although you are expressing appreciation, the thank you letter is still a business communication. Be sure to follow appropriate business letter guidelines and use professional language.
- **Be Concise**
Hit your key points quickly. The thank you letter should serve to remind the interviewer of your interview, not revisit the conversation word for word.

A note about EMAIL: Although standards are changing and some employers have indicated that they appreciate receiving thank you notes through email, UCS recommends that you send hard copy thank you letters through the mail. Email can be a very effective and immediate reminder for a recruiter who is on the road, but it lacks the permanence and formality of a letter. If you do email your thanks to an employer, be sure to follow up with a hard copy immediately. Remember, although email might seem less formal, any form of communication should be considered professional correspondence. Make sure your language and tone reflects that standard.

When to Send Thank You Letters:

1. **Immediately following a formal job interview** (within 24-48 hours).
2. After **helpful telephone conversations** and **informational interviews**.
3. In **reference to a rejection**.
Express your gratitude for being considered for the position as well as your continuing interest in working for the employer. Few employers receive this type of letter. Hence, it may leave a lasting impression on the employer who might remember you for future openings.
4. If you **withdraw from consideration** for a position or **turn down a job offer**. In these situations send a polite and positive thank you letter, which leaves the door open for future consideration.

Thank You Letter Guideline:

Your Present Address
City, State, Zip Code

Date of Letter

Individual's Name
Title
Employer
Street Address
City, State, Zip Code

Dear Mr./Ms./Dr. :

First Paragraph: In your initial paragraph, compliment the interviewer or his company. Express your appreciation for his time. Be specific about the dates of the interview. Remember that "yesterday" is only yesterday while you are writing the letter!

Second Paragraph: Mention how your background, skills, and personality traits parallel what the potential employer (or client) is seeking.

Third Paragraph: In the closing paragraph, thank the employer again for their time. State your interest in the position and your intention to remain in touch with the interviewer until he makes a decision.

Sincerely,

(Your Handwritten Signature)

(Your Name Typed)

Thank You Letter Sample

335 Cobblestone Court
Chapel Hill, NC 27514
November 19, 200x

Mr. Thomas Jenkins
Marketing Manager-Central Region
J.R. Johnson Company
2001 Peachtree Avenue
Atlanta, GA 30303

Dear Mr. Jenkins:

Thank you for the time you and your staff spent with me on Tuesday, November 18, to discuss the Sales Representative position currently available. This is exactly the type of opportunity I am seeking.

I am very impressed with what I learned about the J.R. Johnson Company's six-month training program, especially the combination of classroom and on-the-job training. It seems more thorough than comparable programs in the consumer goods industry. Since we talked, I read about the success of your company's latest new product introduction. This just confirms what I have learned about J.R. Johnson's reputation for marketing expertise.

As we discussed, I have two summers of sales experience. This has taught me the importance of goal setting, identifying customer needs, and organizing my time effectively. I am confident that my background will enable me to be an asset to your company.

Again, thank you for the opportunity to talk to you in more detail about a sales career with J.R. Johnson. I look forward to hearing from you soon.

Sincerely,

John Jackson

John Jackson