Thank-You Letters

AT A GLANCE...
- Writing thank-you letters will help you make positive and lasting impressions
- We’ll help you learn what to include in the thank-you note and how to format a thank-you email

THANK-YOU’S
Want to keep those contacts and build your network? Thank-you notes are a great way to follow up with anyone who has helped you during the employment process. Try and get their email/other contact information during the first meeting, and send your thank-you within 24 hours of interaction. This can be done through many different formats, such as LinkedIn or email.

What to Include
Keep your thank-you short, personable, and interesting. Highlight specific points from your interaction and attempt to reiterate your desire to learn/work with the company. Do not make your letter generic; here are a few suggestions to help you compose your letter, but remember to keep it short and to the point:

- What was discussed in your interaction
- Something nice they did to help you (answer questions, lunch, advice, etc.)
- Highlights from your discussion
- Why you are interested in working with his or her company

Note: If you choose to make a handwritten note and your handwriting is hard to read, consider typing and printing it out instead.

Email-Specific Information
- Subject line should be: Thank You
- Text should be left justified (no indented paragraphs)
- Formatting should be professional, with a tailored opening and closing (Dear, Sincerely, etc.)