

Thank you letters are a simple way to help you stand out from the other candidates applying for a job, co-op, or internship. The best letters are short, to the point, and sent within 24 - 36 hours of your interview.

The Purpose of a Thank You Letter

- Thank them for the opportunity to interview and their time.
- Show professionalism.
- Remind them that you are interested in the job.
- Reinforce why you are a strong fit.
- Leave a warm, professional final impression.

When is a Thank You Letter Appropriate?

- After an interview (this includes in-person, video or phone interviews).
- After Informational Interviews.
- If someone refers you to a specific job.
- When someone serves as your reference.

Why Send a Thank You Letter?

- Most hiring managers notice when you write a thank you note after an interview.
- It can make you stand out from other candidates who did not send a thank you letter.
- A thank you note can help alleviate any concerns you had about your conversation.
- Maybe you forgot to ask about a specific part of the role or maybe you flubbed giving an answer and want to clarify your statement. Here is your chance!

What Should You Include?

- Express your appreciation for the interviewer's time and consideration.
- Mention something interesting about your interview.
- Emphasize (briefly) any information that may not have been shared during the interview.
- Reiterate your interest in the position.

- Tailor your letter to the recipient
 - If different interviewers played distinct roles, consider sending a separate, unique thank you note to everyone who interviewed you.
 - Remember to get the names and email addresses of everyone that interviewed you.
 - If you could not get your interviewer's contact information, you can use CareerShift to search for their email address.
 - Proofread and proofread again!

How Soon After an Interview Should You Sent a Thank You Letter?

- Send the thank you email within 24-36 hours after your meeting/interview.
- Remember, the most important part of the thank you note is to send it! Even if it is a few days late, it is still better to send it than not.

Sample Thank You Letter Template

Dear [Name of Interviewer],

Thank you for taking the time to meet with me today to discuss the role of [Position/Title + Organization]. It was a pleasure to learn more about the position, and I am excited about the opportunity to bring my skillset to your team and help [state a specific goal of the job/organization that you discussed in the interview]. I am happy to provide any additional information if necessary, and I look forward to hearing from you.

Best,

[Name]