

Sending a Thank You Note

Following a Career Fair



COLLEGE OF BUSINESS
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Sending a thank you note to a recruiter or professional after a career fair or industry meet up is recommended. Recruiters meet a lot of students at events – your follow-up message within 24-48 hours makes you memorable!

A well-written thank you note can be very strategic. It's an opportunity to:

- ✓ Remind the employer of your conversation (*what was discussed?*)
- ✓ Reiterate your fit for a position discussed
- ✓ Confirm the next steps you completed (or will complete) following the conversation
- ✓ Demonstrate genuine gratitude for the interaction



Tips for a thank you note after an event

-  **Be timely.** Send your note within 24-48 hours to demonstrate your motivation and appreciation.
-  **Consider the medium.** Handwritten or email are both acceptable. Due to recruiter travel schedules during career fairs, email may be best after an event.
-  **Personalize your message.** Mention specific details from your conversation to demonstrate your attentiveness.
-  **Reiterate your interest.** Demonstrate you are serious and enthusiastic about pursuing the opportunity.
-  **Keep it concise.** Between three sentences and two short paragraphs is ideal. Demonstrate communication skills and awareness of the purpose of the medium. An application cover letter is the place to expand.
-  **Proofread carefully.** Avoid typos and grammatical errors. An error-free note makes a positive impression.

Sample thank you message after an event

Dear [Insert Name],

It was nice meeting you at CSU's College of Business Career Fair. It's always great to connect with an alum! I've been following XYZ Company and appreciated the chance to visit about the Finance Internship. Thank you for taking the time!

The internship's focus on tracking financial performance solidified my interest and connects well with my abilities working with large datasets. I appreciate your suggestion to apply on Handshake, which I did today. I look forward to continuing the conversation soon regarding my fit for the internship.

Thanks again for taking the time to visit us at CSU! Go Rams!

Sincerely,

COB Student

Career Management Center

Sending a Thank You Note

Following an Interview



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Sending a thank you note to your interviewer(s) within 1-2 days is a best practice that leaves a lasting, positive impression. A well-written note could be just the thing that cements you as the top candidate!

A thank you note after an interview has multiple benefits:

- ✓ Demonstrates professionalism as a candidate taking the process seriously
- ✓ Reinforces your interest and enthusiasm for the role
- ✓ Builds rapport through a personal message to your interviewer
- ✓ Reminds the interviewer of your qualifications as a candidate
- ✓ Differentiates you from other candidates who might not send a letter



Tips for a thank you note after an interview

-  **Be timely.** Sooner is better; you want the message to arrive before any decisions are made. Send your note within 24-48 hours to demonstrate your motivation and appreciation.
-  **Consider the medium.** Handwritten or email are both acceptable. Handwritten can be a nice touch when the interviewer's location is known.
-  **Personalize your message.** Mention specific details from your conversation to demonstrate your attentiveness.
-  **Reiterate your interest.** Demonstrate you are serious and enthusiastic about pursuing the opportunity.
-  **Keep it concise.** Between three sentences and two short paragraphs is ideal. Demonstrate communication skills and awareness of the purpose of the medium.
-  **Proofread carefully.** Avoid typos and grammatical errors. An error-free note makes a positive impression.
-  **OPTIONAL: Address concerns.** If you got the sense in conversation that the employer might have concerns about you as an applicant, you can choose to *briefly* provide reasoning that their concerns are unfounded.

Sample thank you message after the interview

Dear [Insert Name],

Thank you for the time you took for my interview and the wonderful conversation. I enjoyed discussing my fit for the Financial Advisor position further and hearing your perspective on the value you bring to your clients. I appreciate you sharing about your own career journey (and love of Kilwin's ice cream!).

Based on our conversation, I am even more certain my strong interpersonal and analytical abilities would add value to the Fort Collins team. I am eager for the opportunity with XYZ Company and look forward to hearing from you soon to discuss next steps.

Sincerely,

COB Student

Career Management Center

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