

Maybe you have just made a great contact at a career fair, or an alumnus has shared some valuable career advice with you. Perhaps you have just returned from an interview for an internship or full-time position. There is one more document that lies between you and your potential career: the thank you letter. Do not forget this important step. Employers are seeking conscientious employees. Sending a thank you letter to a network contact or interviewer demonstrates that you know proper business etiquette and are appreciative of the opportunity that has been extended to you.

What should you include in a thank you letter?

- Send the letter within 24 hours of the event.
- Make sure the letter is business-like in appearance. If typed, it should be printed on the same paper stock as your résumé. You may, however, send a personal, handwritten note. Thank you notes are available at the Career Services information desk, 360 Student Union.
- Always have someone proofread your letter before sending it.
- Thank the contact or employer for his or her time.
- Thank you letters should be short when writing in response to telephone conversation, career fair contacts, brief exchanges, and informational interviews. Relate the major points of the conversation and express your appreciation for assistance.
- Be sure to sign your letter.

What should you include in a thank you letter immediately following an interview?

- Mention some of the things you learned during the interview, specifically those things that relate to your most important qualifications.
- If you forgot to mention something during the interview or would like to clarify a point from the interview, include it in the thank you letter.
- If the employer requested that you submit samples of your work or some other documentation, you may send them with the thank you letter. Be sure to mention the attachments in your letter: "As requested, I am forwarding copies of the networking certificates I earned during my last internship."
- Invite the employer to contact you at any time for more information.
- State that you are looking forward to the employer's decision.
- Once you have accepted a job offer, send your new employer a thank you letter. This is an effective way to start forming a positive relationship with your new employer.
- If you withdraw from consideration for a position, or if you turn down an offer, send a polite and positive thank you letter in order to leave the door open for future consideration.
- In response to a rejection, following a similar format. Express your gratitude for being considered as well as your continuing interest in working for the company.
- When you sign in on the day of your on-campus interview, a business card of the employer representative with whom you will be speaking is always available to you. This is designed to encourage you to send a thank you note. We recommend that you write a note the same day of the interview and send it via U.S. Mail. It will be an excellent reminder of your interest in the company upon the recruiter's return to his or her office.