

Thank You Letters

(804) 289-8547 | careerservices.richmond.edu

Office Hours: M-F, 8:30 a.m. to 5 p.m. | Walk-in Hours: M-F, 2 to 4 p.m.



Alumni & Career Services

It is important to send a thank you note or letter after every contact in your job search including networking meetings (in person or by phone), informational interviews and job interviews. Thank you notes serve several purposes:

- Keeps you on the person's "radar" screen for future opportunities or referrals
- Lets the person know that you truly appreciate their time and effort
- After a job interview a thank you letter gives you an opportunity to reiterate your interest in the position and to once more connect your skills and background to their needs

After a Networking Meeting or Phone Call

- Send an email thank you the same day
- Thank the person for a specific piece of advice or a referral they provided and how you plan to follow up

Dear Ms. Wilson:

I appreciate you for taking time out of your busy schedule to talk to me today and share some of your interesting experiences. The suggestions you had for improving my resume were particularly insightful. Also, thank you for giving me the contact information for John Harris. I will contact Mr. Harris this week. I will keep you posted as my search progresses.

Sincerely,
Janet Thomas

After a Job Interview

- Send an email thank you the same day. Send a handwritten thank you by regular U.S. mail within 24 hours.
 - Many candidates will only send an email. A handwritten note can help you to stand out.
 - Use good quality note paper or cards.
- If you can think of an experience or competency that relates to the position that was not discussed in the interview, mention it in the thank you. Otherwise, you can remind the person how your skills and background fit the requirements of the position. Try starting the note without using the words "thank you."
- Send an email note to **EVERYONE** who interviewed you.
- Show the person you were listening during the interview by referring to something that was discussed.

Mr. Allen P. Hill
Manager of College Recruiting
ABC Company

Dear Mr. Hill:

I enjoyed interviewing with you today for the position of management trainee at ABC Company. Our discussion regarding ABC's growth plans made my interest in the position even stronger.

You indicated that the ideal candidate for this position will need to have strong team and interpersonal skills as well as critical thinking ability. Strong team and interpersonal skills are qualities I developed through my position as president of Delta Gamma Sorority. Moreover, my work last summer as an intern with the CIA and the challenging curriculum in the Jepson Leadership School have honed my critical thinking abilities.

I am excited about the possibility of working for ABC and look forward to hearing from you regarding next steps in the process. Thank you for your time.

Sincerely,
Janet Thomas