

Writing a **Thank You Letter**

When is a thank you letter necessary?

You should write a thank you letter to anyone who may have helped you during your job search, especially to those who have served as references, written letters of recommendations, talked with you at a career fair, and/or did an informational interview with you. You should **ALWAYS** write a thank you letter after a job interview, even if you are no longer interested in a position.

What should a thank you letter say?

For those who have helped you along the way, make the letter personal yet professional, and show gratitude for their help and their time. When writing a thank you letter after an interview, the letter should:

- Be addressed to the interviewer
- Be written at least 2-3 days after the interview (no later!)
- Show politeness and good written communication skills
- Include any additional information (such as any new contact information, how you will follow up, additional thoughts about an interview question, etc.)

What about a thank you email?

You may send an email if you know that the decision process will be very quick. For example, if your interviewers say that they must make a decision by the next day, then your letter would not be received in the mail in time and you may write an email. In all other circumstances, a handwritten letter would be your best option. It stands out because it shows that you took the time to write and send a letter. Also, most employers receive many emails every day, and your thank you email would become a part of their overflowing inboxes. A handwritten card, however, is something they can hold in their hands or put on their desk. It is much more memorable!

Example:

Dear Ms. Bennett,

Thank you for the interview yesterday for the Marketing Assistant position at Aramark. Aramark offers opportunities which strongly parallel my interests and career goals. The interview with you confirmed my initial positive impressions of your company, and I want to reiterate my strong interest in working for you.

Again, thank you for your consideration. If you need any additional information, please feel free to contact me. I look forward to hearing from you.

*Sincerely,
Lama Jobseeker*