THANK YOU
NOTE GUIDE
Thank You Note Guide

What is the Purpose of a Thank you Note?

After any type of interview, informal (informational interview, networking event, job shadow, or career conversation) or formal (phone interview, in-person interview, group interview, etc.), it is necessary to send a thank you note as a follow up to express your gratitude to the person(s) with whom you spoke/met. Sending a note is standard etiquette, and may distinguish you as a strong applicant from other candidates.

What Makes Thank You Notes Work?

Concise
- Thank you notes should be 2-3 paragraphs maximum, specific and to the point.

Express Gratitude
- Thank the individual(s) with whom you spoke, and express your gratitude for the opportunity to speak with them.
- If interviewing for a position, thank the parties involved for continuing your candidacy.
- If in a more informal setting, thank the individual(s) for providing advice on a particular career/field.

Reiterate Qualifications
- Sum up main points from the conversation, and readdress your specific qualifications. Frame the note in the context of how you can help them, and why you might be a good fit for the organization.

Types of Thank You Notes

<table>
<thead>
<tr>
<th>Formal (Phone interview, in-person interview, group interview)</th>
<th>Informal (Informational interview, career conversation, job shadow, networking event)</th>
</tr>
</thead>
<tbody>
<tr>
<td>These types of thank you notes are based off of an interview for a specific position.</td>
<td>These notes are written without a specific job in mind, but rather to express gratitude for an educational conversation about a particular industry or organization.</td>
</tr>
<tr>
<td>Express your gratitude for the opportunity to interview</td>
<td>Express your gratitude for the opportunity to learn about a field/company</td>
</tr>
<tr>
<td>Highlight a few particular components from this interview</td>
<td>Specify how the conversation has benefitted you</td>
</tr>
<tr>
<td>Fill in any gaps that you missed or clarify any points that went unaddressed during the initial conversation</td>
<td></td>
</tr>
</tbody>
</table>
  Did you learn about the organization/field? |
| Reemphasize your interest in the position and/or fit with the organization |  
  How has it helped you in your career development/trajectory? |
|  
  How did the conversation focus on what you are looking for in a position? |  
  Articulate the desire to maintain contact and uphold the relationship |
Thank You Etiquette

**Timeframe**
Thank you notes should be sent within 24-48 hours of the interview/conversation. NO EXCEPTIONS. Whether you expect to receive an offer or move forward in the process or not, a thank you note is always appropriate.

**Electronic vs. Handwritten**
Depending on the field, timeframe of a job search, and the location of the interview, the appropriate method through which to send a thank you may vary. Typically a handwritten note is the standard protocol for any type of formal interview/conversation, and is the safest way to go unless there are extenuating circumstances, such as a fast approaching deadline/decision. AN electronic note may be appropriate depending on location (e.g. you live in Maine and are interviewing for a position in California) and the timeframe (the company/organization is making a decision within the next 24-48 hours). If you consider your penmanship to be extremely poor, you might consider typing your note instead of writing it by hand.

**Committee Interview**
During an interview you may meet with one individual or a group of people from an organization. If you meet with more than one person, whenever possible, you should try to send separate thank you notes to each of the people involved. Several thank you notes may not always be a possibility, and if this is the case it is appropriate to address single notes to multiple people.

<table>
<thead>
<tr>
<th>1st paragraph: Open with a brief thank you.</th>
<th>2nd paragraph: Customize the note.</th>
<th>3rd paragraph: Write a simple closing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The first paragraph should be short and focus on thanking the employer for the opportunity to interview. The note should specifically reference the position or program for which you interviewed.</td>
<td>The middle paragraph is the most important because you should use it to customize the note to each individual person to whom you are sending a thank you note. It should connect the content of your discussion or the interview with your continuing or increased interest in the position and the employer or graduate school. The notes should prove that you gained valuable insight during the interview. It also should be used as a way of refreshing their memory about the positive aspects of your discussions. Finally, this paragraph should make your note unique and different from other thank you notes they will receive.</td>
<td>The final paragraph simply should close out the note reminding them that you are available to provide any additional materials or information that they may need. This paragraph also should include one final “thank you.”</td>
</tr>
</tbody>
</table>
Dear Mr. Smith:

Thank you again for the opportunity to interview for the 2017 Internship Program at Mullen. I appreciated your hospitality and enjoyed learning more about the program and your organization.

The interview and my discussions with your staff convinced me of the compatibility of my passions, experience and goals with your program. I also really enjoyed learning more about your alternative approach to the creation and implementation of a marketing idea. I believe that my previous experience in combination with my ability to work effectively in a team setting will make me a strong contributor to your marketing department.

As we discussed, I am sending you a copy of the paper I wrote for my marketing course, and have attached the names and addresses of three references. Thank you again for speaking with me. I look forward to hearing from you soon.

Sincerely,

Susie Colby

Dear Mr. Smith:

Thank you again for the opportunity to speak with you about working in the non-profit field, and your work specifically with the Appalachian Mountain Club. I thoroughly appreciated our conversation, specifically the piece about your role and what it takes to work as a young professional in the non-profit industry. I am excited to further explore the field, and any/all opportunities it presents.

Also, per your request, I will certainly be in touch as my summer plans further develop. If you hear of any internship opportunities within your organization or from your colleagues, please feel free to send them my way.

Thank you again, and I look forward to communicating with you in the future.

Kind regards,

Susie Colby