Thank-You Letter Overview

When Are Thank-You Letters Appropriate?

Thank-you letters are appropriate after the following occasions:

• After every job interview (this includes in-person interviews and phone interviews).
• After every informational interview or networking meeting.
• After someone has helped you with your job search process (e.g., referred your resume to someone else, offered you contact information, etc.).

Why Should You Send a Thank-You Letter?

You should send thank-you letters for the following reasons:

• To reaffirm your interest in the company, employer, or industry.
• To jog the interviewer's memory and to remind him/her of your interview.
• To mention something that you may have omitted during the interview.
• To illustrate that you are courteous and professional.

What Is the Purpose of the Letter, and What Should It Include?

Thank-you letters should:

• Express gratitude for the opportunity to interview or for job search assistance.
• Mention aspects of the interview that were of particular interest to you.
• Provide an opportunity to add something relevant that you may not have mentioned during the interview.
• Be short, concise, and to the point.

How Should a Thank-You Letter Be Sent?

You should judge how to send a thank-you letter (e.g., email or mail) by your previous communications with the employer. For example, if the employer has contacted you via email, feel free to send your thank-you note the same way. If you expect to receive the job decision quickly, you should send your thank-you note immediately. Your thank-you note should always be sent within 24 hours of your interview. Whether you send a handwritten or emailed thank-you note, it should always be formal and professional.

Students attending the Open House (Sydney S. Gross)
Mr. Alex David Wayne  
Apfel Incorporated  
222 Park Avenue  
New York, NY 10022  

November 1, 2012  

Dear Mr. Wayne,  

It was a pleasure meeting with you yesterday. Thank you for giving me the opportunity to speak with you about the marketing analyst position at Apfel Incorporated. I am enthusiastic about the position and believe that my skills and interests are a strong match for the company. As we discussed, while interning at American Marketing Company, I completed a project that is similar in nature to the work that I would be doing at your company. Developing new business presentations for sports initiatives was my greatest accomplishment at American Marketing Company, and I believe that I could make an immediate contribution to Apfel.

Thank you again for your time and consideration. If you require any additional information, please do not hesitate to contact me at 212-555-1234. I look forward to hearing from you.

Sincerely,  
Mark Hamilton