THANK YOU LETTERS

Your opportunity to make a lasting impression!

Like us on Facebook!

Arcadia University
Office of Career Education
Knight Hall, Suite 133
215-572-2939
careerhelp@arcadia.edu
www.arcadia.edu/oce

Do I Need to Send a Thank You Letter?

In a word, yes. Most employers consider it common courtesy. Thank you letters are a way to differentiate yourself from the pack, and give proof that you're really interested in the position. They are also a way to keep your name in front of the people you have interviewed with. Writing a thank you letter or email after an employment interview is a must. In fact, some employers think less of those interviewees who fail to follow-up promptly. So get writing!

General Guidelines

- Personalize your thank you letter.
- Like any piece of writing, it is best to keep your audience in mind.
- Address their issues and concerns.
- In general, typed (paper or email) thank you letters are recommended.
- However, some surveys suggest than hiring managers like hand written thank you notes, too.
- Remember to proofread. Check spelling, grammar, typos, etc. If in doubt about the correct names, spellings or titles of your interviewers, call the office to double-check. Your efforts will be worth it!

What Kind of Letter Should I Write?

- If you’re not sure what to write remember that time takes precedence—get a simple, appreciative thank you note in the mail or send a thank you by email without delay.
- If you're still not sure what to write, review a few sample thank you letters.
- Consider the "personality" of the organization and the relationship you felt during your interviews.
- If your interview was a fairly informal process and/or you achieved an immediate rapport with your interviewer, a handwritten note is fine.
- In addition to thanking the person you talked with, the thank you letter reinforces the fact that you want the job.

Types of Thank You Letters

Thanks, But No Thanks: Even if you do not want the job, write a thank you letter respectfully withdrawing your application, because you never know what the future holds.

The Sales Thank You: You may also view your thank you letters as follow-up "sales" letters. In other words, you can restate why you want the job, what your qualifications are, how you might make significant contributions, and so on. This thank you letter is also the perfect opportunity to discuss anything of importance that your interviewer neglected to ask or that you neglected to answer as thoroughly, or as well, as you would have liked.

Group Thank You Letters: What If you spent an entire day being interviewed with several people? Are individual thank you notes appropriate or should you write a "group" letter? Choose your approach based on what you think will be most in keeping with the "personality" of the organization. Also, consider whether the interviews had very much in common with one another. If there was a great deal of similarity (i.e., shared concerns mutually voiced by your interviewers), perhaps a "group" letter will suffice. However, think about the impression you could make if you took the time to write personal letters to each individual.

Lunch or Dinner Interviews: When dining and interviewing be sure to thank everyone you spend time with, both for the meal and for taking the time to discuss the position and the company with you.

Kelly C. Maloney
Current: 8440 Limekiln Pike • Wyncote, PA 19095 • (215) 555-5555
Permanent: 763 Village Drive • East Stroudsburg, PA 18301 • (570) 444-4444
kmaloney@arcadia.edu

January 14, 2011

Dr. Pierre T. Price
Superintendent of Schools
Underfunded Public Schools
90210 Beverly Boulevard
Pittsburgh, PA 15122

Dear Dr. Price,

Thank you for taking the time to discuss the insurance broker position at California Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that California Investments retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Weatherby, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

John Oakley

Morgan A. Brunelli
Campus: 450 S. Easton Rd, Glenside, PA 19038 215-555-0000
Home: 233 Maxwell Lane, Binghamton, NY 13901 607-555-2222
brunellima@aol.com

January 14, 2011

Ms. Anita Promotion
Director of Human Resources
Signing Bonus Public Relations
1 Payroll Street
Harrisburg, PA 17101

Dear Ms. Promotion,

Thank you for taking the time to meet with me at the Central Florida Career Fair today. I certainly appreciate your time and attention in the midst of so many students seeking jobs.

You were extremely thorough in explaining Aerial's customer service and marketing trainee program. Now that I have a better idea of what the position entails, I am even more sure that I would be an asset to your team and to Aerial.

My solid education from Stetson University's Marketing Department and the fact that I have worked my way through college show a work ethic and determination, two qualities you said were important to success at Aerial.

I look forward to an opportunity to visit Aerial's Tampa office and speak to you further about the trainee program. I will contact you next week to arrange an appointment.
Thank you again for your time and consideration.

Sincerely,

Rebecca Leddyfern