

It is always appropriate to send a thank you note. It makes the person you are thanking feel special, and you distinguish yourself as a courteous person.

What are a few basic guidelines for writing thank you notes?

- ◆ You should always send a thank you note within 24 hours of a job interview.
- ◆ Ideally, each person who interviewed you should receive a personalized thank you note addressing a specific issue he/she discussed during your interview.
 - Take very brief notes during the interview.
 - Ask each interviewer for a business card so you use the proper spelling of each person's name, title, and correct address on the thank you notes.
- ◆ Continue to be formal, unless otherwise instructed by the interviewer. For example, say “Dr. Jones” rather than “Jeremy” in your communications.
- ◆ State your appreciation of their time and your continued interest in the position. State the specific job title.
- ◆ Even if you were turned down for the job, use the thank-you letter to express your appreciation for being considered and your interest in future opportunities. (You never know when and where you may see someone again, so always be respectful.)

How do I send a thank you note?

- ◆ A **small pre-printed “Thank You” card** is sufficient. Handwrite several sentences on the inside of the card. Make sure it is legible.
- ◆ A **formal business letter** allows you to elaborate on something you emphasized, or even forgot, during the interview itself.
- ◆ An **email is not very personal**. Always opt for the card or letter option.

A sample business-style thank you note is on the reverse of this page.

A sample business-style thank you note:

1234 Main Street
Minneapolis, MN 55555
August 1, 2002

Jeremy Jones, Ph.D.
Director of Environmental Studies
University Research Fund
4000 Delaware Street
Minneapolis, MN 55444

Dear Dr. Jones,

It was a pleasure to meet with you yesterday. I was impressed by your department. I hope that you find my background and experiences make me an excellent candidate for the Surveyor position.

I look forward to working with you and your research team. Please feel free to contact me by phone (763-555-1212) or by email (surveyguru@umn.edu) if you have any additional questions.

Thank you for meeting with me.

Sincerely,

Samuel S. Surveyor
