CLE 10 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank-You Note

Why write one?

* Sending a thank-you note after an interview, networking event, informational interview, or any other event related to your job search, is a great way to show your professionalism.
* It is also a great way to maintain contact with people you meet during your job search after you get hired.
* Phone calls, emails, text messages—they all get the job done. But a handwritten thank-you note says more: It tells our friends, family, acquaintances that we went out of our way to sit down and write just to them, because they’re worth it.

The hardest part of writing a thank-you note, for many, is just starting it. How do I begin? Does it sound forced? Can I say enough to fill the page? To help you face your fears, use this simple thank-you letter guide.

**Contact Information:**If you are sending a printed letter or note, list your contact information above the salutation (as you would on your resume).If you are sending an email thank-you message, list your [contact information below your signature](https://www.thebalance.com/how-to-set-up-your-email-signature-2061889).

**Salutation:** Dear Mr./Ms./Dr. + last name. Make sure you’re using the correct form and spelling of the person’s name, as well as anyone else’s mentioned in the note.

**First Paragraph:** Your first sentence should state that you are reaching out to thank the recipient for what they have provided you. In this first paragraph, you might include another sentence reiterating your thanks: for example, you can acknowledge that you know they are a busy person, and you are especially grateful that they took the time to help you. While your tone should come across as expressive and warm, avoid going overboard with effusive praises and never-ending thank you's. Ultimately, you want to be sure your communication is genuine.

**Second Paragraph:**In your second paragraph, you can explain why you are so grateful and how, specifically, their support has impacted you, or how you anticipate it impacting you in the future.  It is important to be specific so that the reader knows this is a personal letter, rather than a generic one you've sent to multiple contacts.

**Third (optional) Paragraph:** Use your optional third paragraph as a way to maintain your relationship with this person going forward. If you feel like you have something to offer them in return, you could mention it in this paragraph. Alternately, you could suggest that you'd love to treat them to a coffee or simply that you would like to stay in touch. Ultimately, you should tailor what you say based on your relationship with the person, but the goal of this paragraph is to keep the door open to future communication.

​Finally, in your closing paragraph, reiterate your gratitude with a simple, short final sentence.

Sincerely,

Your Signature

**TIPS:**

* **Send as soon as possible.** This is especially important for an interview thank-you letter; you want to remind the interviewer that you are a strong candidate before he or she makes a decision.
* **Be concise.**Keep the letter short – no longer than a page. You want to say thank you sincerely but briefly.
* **Sell yourself.**If this is a thank-you letter for an interview, use the letter as a chance to remind the employer why you are an ideal candidate. Remind them of something you discussed in the interview, or provide some new information that you forgot to mention. This is your last chance to make a strong impression.
* **Proofread.**Be sure to thoroughly edit your letter. It's important that all your communications look professional and polished.

**EXAMPLE**

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date  
  
Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you for speaking with me today. Your insights were truly helpful and have confirmed my decision to gain additional work experience in the field before applying to graduate school.

I will regularly check the websites you suggested for job leads, and have already contacted the ABC professional association regarding membership.

I will follow up in the near future to let you know about my progress.

Thank you again for your assistance.

Sincerely,

Signature (hard copy letter)  
  
Your Name