

# Professional Thank-You Notes

Send a thank-you note within 24-48 hours of every interview. This includes telephone, group and career fair interviews.

Consider a thank-you note as another chance to:

- Express your *gratitude*
- Convey your *interest*
- Reiterate your unique *skills*
- Highlight your writing *ability*

Create your thank-you notes in one of the three following formats:

- A professional e-mail using appropriate language and formatting (most common method).
- A standard business letter format (typed on resume-quality paper and sent by mail).
- A thank-you card, preferably a plain note card, with a handwritten message. Note: be sure your handwriting is legible. Handwritten thank-you notes are ideal after you have conducted an information interview (career conversation) with someone because they provided their time and expertise to help you learn more about careers in a field or with an organization.

## Helpful Hints

- Be sure you have the correct names and spellings for anyone to whom you are sending a thank-you note.
- Proofread any thank-you notes as you would any professional communication sent to a prospective employer.
- Thank-you notes are also appropriate for any faculty, staff, or contacts who help you with your job search process. Expressing gratitude to someone for a letter of recommendation and/or serving as a reference is a good habit to develop and highlights your professionalism.
- Ideally, you should send a thank-you note to each person you interviewed with, but if that is not possible, send one to the primary interviewer.

## Sample Thank-You Note

Dear Mr. Jones:

Thank you for the opportunity to interview for the Human Resource Assistant position on Monday, May 7th. I enjoyed meeting you and your staff. Please extend my thanks to them as well.

As I mentioned during our meeting, I am excited to work with seasoned HR professionals so that I may learn more about strategic human resource management, HR analytics, and creating an inclusive workplace culture. As we discussed, I am obtaining a B.S in Human Resource Management at Post University and I am excited to combine my academic learning with hands-on experience at your company. After speaking with you and your team and hearing about the projects that I may be working on, I am even more interested in this Human Resource Assistant position.

Thank you again for your time and consideration. Please feel free to contact me at (555) 555-5555 or by e-mail at yourname@gmail.com should you have any questions.

Sincerely,  
Your name