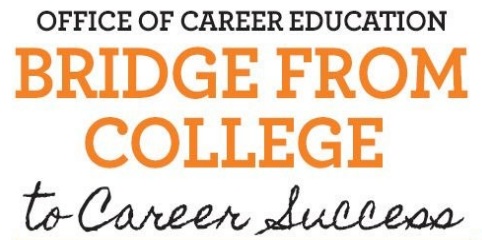


Thank You Letters

Your final opportunity to make a great impression!



Do I Need to Send a Thank You?

In a word, yes. Most employers consider it common courtesy. Thank you letters are a way to differentiate yourself, 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 with whom you have interviewed. Writing a thank you letter or email after an employment interview is a must. In fact, some employers think less of those candidates 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 any issues and concerns that may have been discussed during your interviews
- Email your thank you within 24 hours of interview
- Some 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 organization to double-check. Your efforts will be worth it!

What Kind of Letter Should I 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. See the back of this guide for examples.

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 organization with you.

See sample thank you letters on the next page.

Thank You Letter Sample 1

Darnell John Davis

8440 Limekiln Pike, Glenside, PA 19095 • (215) 555-5555 • davisd@arcadia.edu

January 14, 20xx

Mr. Thomas Price
Steel City Investments
90210 Beverly Boulevard
Pittsburgh, PA 15122

Dear Mr. Price,

Thank you for taking the time to discuss the Insurance Broker position at Steel City Investments. After meeting with you and observing the company's operations, I am further convinced that my background and skills complement Steel City Investment's goals.

I really appreciate the time you took to acquaint me with your organization, and enjoyed our conversation about how Steel City supports new employees in building a book of clients. I feel I could contribute a great deal to the work that you and your team are doing, and feel that Steel City would be a great organizational fit as well.

In addition to my qualifications and experience, I know I have the necessary traits that you are looking for in an Insurance Broker. I am confident, well-rounded and entrepreneurial, and I am excited to learn about relationship building from you and your team.

Thank you again for giving me the opportunity to interview for this position. I look forward to hearing from you and learning about how I can further support your work.

Sincerely,

Darnell John Davis

Thank You Letter Sample 2

Amber Cellini

450 S. Easton Road, Glenside, PA 19038
(607)-555-2222
cellinia@arcadia.edu

January 14, 20xx

Dr. Anita Promotion
Director of Human Resources
Aerial Public Relations
1 Payroll Street
Harrisburg, PA 17101

Dear Dr. Promotion:

Thank you for taking the time to meet with me at the Campus Philly Career Fair today. I appreciated your time and attention in the midst of so many students seeking your advice.

You were extremely thorough in explaining Aerial's marketing trainee program, and I very interested in potentially interviewing for, and learning more about the role. Based on what I learned from you at the fair, I am confident that I would be a great fit for the program and an asset to you and your team.

As a Business Administration major at Arcadia University's I have learned about several marketing techniques through my coursework. Additionally, I have interned with Comcast's Marketing Department and worked on digital and print projects for the Xfinity Mobile product. Through this experience I was able to take the initiative on several projects and create marketing collateral for my supervisor.

In the future, I hope to apply what I have learned in my coursework and internship experience to my work at Aerial. I would love the opportunity to visit Aerial's Philadelphia office and speak with you further about the trainee program.

Thank you again for your time and consideration. I hope to hear from you soon.

Sincerely,

Amber Cellini