Thank You Letters

EDLD 301
When to Write a Thank You Letter . . .

- References
- Recommendations
- Networking Contacts
- Office/Site Visits
- Career Day Contacts
When to Write a Thank You Letter . . .

- Interviews
- Providing Additional Info to Employer
- Informational Interviews
- Job Acceptance
- Rejection of Job Offer
- Resignation
Benefits of Thank You Letters

- **INTERVIEWING**
  Helps the interviewer to remember you. Could give you the edge over other candidates that did not send a thank you letter!

- **NETWORKING/REFERENCES/RECOMMENDATIONS**
  Your contact may be more willing to assist you with your job search once they see your thoughtfulness and attention to detail.
Benefits of Thank You Letters

- **JOB OFFER REJECTION**
  Don’t burn any bridges! You may want to work for the employer some day.

- **RESIGNATION**
  Thank former employer - They’ll remember that they are losing a great asset!

- **ACCEPTANCE**
  Reassures your new employer of your commitment and promise of productivity. Could possibly establish a mentor relationship.
Thank You Letter
Format Hints:

- Use 11 - 12 pt. font
  *(Usually Times New Roman)*
- Center the letter on the page
- Different formats can be used
  *(A safe bet is to left justify)*
- Pay attention to spacing
  *(See sample formats)*
- Pay attention to grammar and spelling
  *(Use the Career Center’s proofing service!)*
Thank You Letter

Format Hints:

- Use 3-4 paragraphs
- Sign in blue or black ink
- Mail within 24 hours!
- Tailor it to each recipient! *(Beware of "cookie-cutter" letters)*
- Include your contact information
Inside address
Date
Salutation
Closing/Signature

Follow the same rules as for Cover Letters!
The First Paragraph:

- Thank the interviewer for meeting with you without apologizing for taking his/her time.
- A reminder of the interview date or when/where you made the contact may be necessary.

Example: “After meeting you at The University of Mississippi Career Day . . . “
The First Paragraph:

- Clearly state the particular position for which you applied
- Indicate what made the meeting valuable to you, what impressed you about the company or job, any new information that you learned, etc.

**Example:** "I was impressed to learn that XYZ Company has recently opened new offices in 13 states."
The Second Paragraph:

- Reaffirm your interest in the position
  
  "First assess whether you are more or less enthusiastic about the position after the meeting"

- Restate one or two points why you are a top candidate for the position

  "This could include strengths already discussed in the interview, or new points that you forgot to emphasize in the interview"
The Second Paragraph:

- **Sell yourself!** This is another opportunity to remind the employer of why you would be an asset.

- **Ask yourself:** *What interests me about this company and how do these things match my interests/abilities?*

- You may also want to use the thank you letter to overcome any concerns that you felt the employer had regarding your qualifications.
Let them know the next step you intend to take for follow-up, etc.

Name the company and let the employer know you are genuinely interested in the position

Indicate if you have included any materials that the employer may have requested

Include your contact information in case the employer has further questions
Other Considerations:

- Handwritten, E-mailed, or Typed Cover Letters?

- The “Sandwich Approach” to Delivering Bad News (good, bad, good)

- Thank You Letters to Multiple Interviewers