

## OFFICE OF CAREER SERVICES

### THANK YOU EMAILS

Plan to send thank you emails throughout your job search to people who help you along the way, including networking contacts and interviewers. This is a professional gesture that will establish goodwill and distinguish you from other candidates. Send thank you emails within 24 to 48 hours after each interview. A thank you email may serve the following purposes:

- **To acknowledge the interviewer's time** in considering you for the position.
- **To highlight something** from the conversation that you learned and/or by which you were impressed. Use one or two specific examples.
- **To express your enthusiasm** for the position if you genuinely feel this way. If an organization is your first choice, let them know. If you don't feel enthusiastic, either say nothing or let them know diplomatically that you are not interested in being considered for the position. If the email is being sent after a networking conversation, continue to convey your enthusiasm for the conversation topic.
- **To supply information** you promised in the interview or networking conversation. For example, you may have mentioned an article or paper you wrote that they now want to review.
- **To clarify/elaborate** on a question to which you feel you responded poorly. Be careful not to begin by reminding the interviewer that something did not go well in the interview. State the thought in a strong, positive tone.
- **To reinforce your assets**, especially if it is clear that the interviewer or networking contact has reservations about your candidacy. You may feel that your GPA was of concern, or that the employer was troubled by your lack of direct experience. Acknowledge the interviewer's hesitation and provide a strong, positive counterargument.

Thank you emails should be brief. It is appropriate nowadays to email your thank you correspondence rather than send a snail mail letter or note. If in doubt about your thank you correspondence, you may speak to an OCS adviser.

If you were interviewed by more than one person, it is usually best to personalize each note, perhaps by referring to a comment the interviewer made during your meeting. In some cases, you may write the same letter to each person, however, use your best judgment, as each case is different. In any case, be sure to send each interviewer a separate email.

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## FORMAT FOR THANK YOU EMAIL

Dear Mr. or Ms. \_\_\_\_\_:

### OPENING PARAGRAPH

*As you begin, express your sincere appreciation. You may want to write something like: "I want to thank you very much for taking the time to interview me (or "meet with me" if this was a networking conversation) yesterday for the \_\_\_\_\_ position. I enjoyed meeting you and learning about the organization (or "X topic(s)")."*

*You can also mention something that particularly impressed you about the interviewer/networking contact or the organization, and/or about a particular aspect of the discussion you had with him or her. For example: "I was impressed by your commitment to the firm, and the varied challenges you have encountered during your time there."*

### MIDDLE SECTION (one or two paragraphs)

*You may include one or more of the following:*

- \*Reemphasize your strongest qualifications*
- \*Bring attention to the good match between your qualifications and the job requirements*
- \*Reiterate your interest in the position (or field and/or organization if this was a networking conversation)*
- \*Provide or offer supplemental information not previously given*

*Example:*

*"My enthusiasm for the position and my interest in working for \_\_\_\_\_ were strengthened as a result of the interview. I believe that my communication and analytic skills would enable me to be successful in this position and to make a significant contribution to the firm. I would enjoy working with you and your staff in your team-oriented, results-driven environment. You provide the kind of opportunity I seek."*

### CONCLUDING PARAGRAPH

*Restate your appreciation and interest. For example: "Again, thank you for the interview and your consideration. I hope we will have the opportunity to work together."*

Sincerely,  
*Your name*