

THANK-YOU'S

Thank-you notes are a great way to follow up with anyone who helps you during the employment process. Send a thank-you note via email the within 24 hours of the interaction. A hard copy thank-you letter may be sent the following day is appreciated in most industries.



WHAT TO INCLUDE

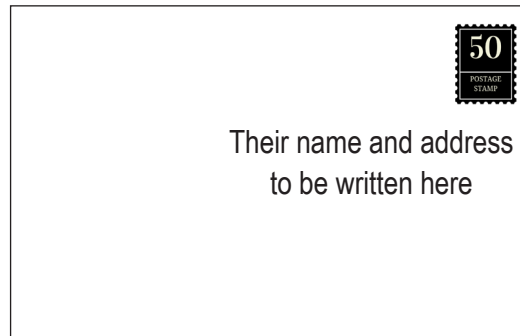
Keep your letters/notes short, interesting, and personable. Do not make them generic. Highlight specific points and reiterate your desire to work with them. Consider sending a letter or note to everyone you interacted with, including secretaries, receptionist, and other people you met during the process. Here are a few prompts to help you compose your message, but remember -- keep it short!

- What was discussed during your interview
- Something nice they did to help you (i.e. travel plans, lunch, advice)
- What you liked most about your interview
- Why you are interested in working with them
- What impressed you about the organization, interviewer, office, etc...
- A connection you made (i.e. you are both from Boston).

* Note: If your handwriting is indecipherable, consider typing it out.

EMAIL-SPECIFIC INFORMATION

- Subject line should be: Thank You
- Text should be left justified
- Formatting should be the same as your hard copy
- Although the formatting is the same, make sure the content is different from your written note.



50
POSTAGE
STAMP

Their name and address
to be written here



Your name and address
to be written here

Date

EXAMPLE

Opening: Dear Mr. or Ms.,

- 1.) Thank you for _____
(what the individual did for you).
- 2.) Something specific in the conversation
- 3.) Mention references (if applicable)
- 4.) Restate your thanks and you look forward to hearing from them.
- 5.) Closing: Sincerely, regards, warmest appreciation, etc.

Regards,
Your Name