

# **Thank You Letters**

After the cover letter, the thank you letter is perhaps the second most frequent type of correspondence with employers and should follow every employment or informational interview. It is important to send a letter expressing your appreciation and reconfirming your interest in a position. The thank you letter has a number of purposes including summarizing your interest in the position and the company, correcting any negative impressions or clearing up confusing issues that may have surfaced during the interview, and stressing relevant points that strengthen your candidacy.

After a company visit where you may have been interviewed by more than one person, it is a good idea to send a thank you letter to each individual who interviewed you. This means you must get the names, titles, and contact information of all who interviewed you during your visit.

## **Format**

1. Thank the employer for his or her time.
2. Identify the specific position for which you were interviewed, along with the date and place of the interview.
3. Reiterate your interest in the position and why you fit well with the organization.
4. Close with your phone number and e-mail address, and indicate that you look forward to hearing from the employer at the time specified during the interview.

You have two options when sending a thank you letter by mail: handwritten or typed. Often a handwritten letter is seen as more personal; however, if you have poor handwriting, you can consider typing your letter. See the sample letters provided in this section.

## **E-mailing Thank You Letters**

Many employers have indicated that e-mailing thank you letters is acceptable and appropriate.

We recommend that you send the thank you letter in the body of the e-mail (as opposed to an attachment to be opened in a word-processing program like Microsoft Word) as this requires fewer steps from the employer. Here are some guidelines to keeping your e-mail correspondence professional:

- Make sure all spelling and grammar is correct
- Follow the format suggestions for the regular thank you note
- Start with "Dear Ms./Mr. Last Name:"
- End with "Sincerely, Your Name"

## **Mailing vs. E-mailing Thank You Letters**

Most students choose to email thank you letters to employers, but a handwritten letter is a great way to show extra initiative. When determining whether to email or mail a thank you letter, consider what the employer has told you about their recruitment timeline. If, for example, they indicated that they are going to make decisions in a couple of weeks, then you may want to mail the thank you letter because there is enough time for the employers to receive it in the mail before they make their hiring decisions.

If the employers indicated that they will be making their hiring decisions with a couple of days of your interview, then you will want to email your thank you letter so that they are more likely to receive and read it prior to completing their selection process.

If you are asked to send a resume or any other document, email or write a typed thank you letter as opposed to a hand-written thank you note.

**EVEN IF YOU ARE NOT SELECTED FOR THE POSITION**, it is a good idea to send a thank you note so that you can have a positive last impression with the employer (see the second sample). This will help in case you decide to seek out another opportunity with that company in the future.

**If you would like additional information, please set up an appointment to meet with a Career Consultant: (614) 292-6024.**



# THANK YOU LETTER SAMPLE

## (For typed letters sent via mail)

655 Providence Avenue  
Columbus, Ohio 43214

March 21, 2009

Make sure you are sending out your thank you letters as soon as possible. This student is sending it the day after his interview, which is a good idea.

Mr. Walter Borgen  
Staff Assistant  
General Mills Corporation  
P.O. Box 1113  
Minneapolis, MN 55440

Dear Mr. Borgen:

Thank you for taking the time to interview me for your Distribution Internship while you were recruiting at the Fisher College of Business at Ohio State on March 20. I enjoyed meeting you and talking about how my skills and abilities can benefit General Mills. I also liked learning more about the specifics of your internship program.

Notice that the student is reiterating his skills and experiences that he mentioned in his interview to help the interviewer remember him.

I am very excited about your Distribution Internship program. As I stated in the interview, I feel my academic courses in Logistics Management will enable me to make a contribution to General Mills through this program. Additionally, as I mentioned in my interview, I am a student athlete participating on a traveling club baseball team, and this experience has taught me how to effectively manage my time to reach individual and team goals. I am enclosing a copy of the syllabus for my Operations Design course, which you requested during my interview.

Include anything requested by the recruiter in your thank you letter.

I hope to hear from you the week of April 6 as you indicated in the interview. If you should need any additional information or would need to contact me sooner, please call me at (614) 555-0100 or email me at [shang.hu@hotmail.com](mailto:shang.hu@hotmail.com).

Again, thank you for your time and consideration.

Use your Buckeyemail or another professional email address.

Sincerely,

Don't forget to sign your thank you letter before you mail it. Sign it in the space between "Sincerely" and your name.

Shang Hu

Enclosure

### General Format Notes

- If you type your thank you letter, make sure you adjust the font size or margins to fill up most of the page. This letter's font is Tahoma, 12 point size.
- When including an enclosed document with your letter, it is acceptable to put "Enclosure" at the bottom of your thank you letter.

# THANK YOU DESPITE REJECTION LETTER SAMPLE

## (For letters sent via email)

Dear Ms. Rankin,

Thank you for giving me the opportunity to interview for the Customer Services Representative position at the Fisher Office of Career Management on November 20, 2009. I learned a great deal from our meeting, and I appreciate your consideration and interest in me.

Although I am disappointed in not being selected for your current vacancy, I want you to know that I appreciated the courtesy and professionalism extended to me during the entire selection process. I enjoyed meeting you and the other members of the sales staff. My meetings confirmed to me that Bentley Enterprises would be an exciting place to build a career.

Finally, I want to reiterate my strong interest in working at Bentley Enterprises. Please keep me in mind should another position become available in the near future. Again, thank you for the opportunity to interview. Best wishes to you and your staff.

Sincerely,

Christina Rodriguez

There is no need to leave multiple spaces between “Sincerely” and your name if you do not have a digital version of your signature. One way to “sign” an email is to use a font that looks somewhat like handwriting as shown in the example below:

Sincerely,

*Christina Rodriguez*

If you choose to use this format, make sure the font you choose is common and legible. The example above uses the font Bradley Hand ITC, **bold** and size 14 pt.

### General Format Notes

- Make sure you include a subject line in your email. In this case an appropriate subject line might be “Thank You for the 11-20-09 Interview.”
- This student indicates that she met multiple people during the interview process. If possible, she should send a thank you email to each of the people with whom she interviewed.

# THANK YOU LETTER SAMPLE

## (For handwritten letters sent via mail)

### Suggested Format for the Front of Thank You Card:

- Keep it simple, but professional! A card with the words “Thank You,” Ohio State’s seal or logo, or your initials are all you need.

Dear Mr. Emrich,

It was a pleasure to have met and talked with you on Friday, January 22, 2010 while you were on campus at Ohio State. I appreciated the opportunity to learn more about Nestlé and the Operations Management Trainee Program. I am very interested in the OMT program. I feel that my experience with managing teams and balancing multiple projects with The Ohio Union Activities Board and my sorority will make me a successful member of this program.

I look forward to hearing from you on February 8.  
Thank you for the opportunity and your time.

Sincerely, Katherine Sonnier

### Suggested Format for the Inside of Thank You Card:

- Use your best handwriting!!! We recommend writing or typing what you want to say and then writing it on your card just in case you make a mistake.
- As with other thank you notes, indicate when and where you had your interview. Also highlight some key experiences that you mentioned in your interview so that the recruiter will remember you.
- This student uses an acronym for the name of the program to which she was interviewed. Only use acronyms if they are used and understood by the employer. Acronyms such as AKPsi (Professional Business Fraternity Alpha Kappa Psi) or OUAB (The Ohio Union Activities Board) might confuse employers.