

**THANK YOU  
ETIQUETTE:**  
*Sample letters,  
notes, and emails*



Prepared by the Office of Career Services

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## Frequently Asked Questions: Thank-You Notes to Employers

**Q: When are thank you notes appropriate?**

A: Thank you notes are *never* inappropriate. You should always write a thank you note after any interview you have for a post-graduate job, fellowship, clerkship or volunteer opportunity.<sup>1</sup> Thank you letters should be brief and sent as soon as possible after your interview.

**Q: When should I send a thank you note?**

A: Send the note as soon as possible after the interview – waiting too long almost negates the purpose.

**Q: Do I write a handwritten note, an email or a typed letter?**

A: The form your thank you note should take really depends on your style and relationship with the employer. Generally, thank you letters should be word processed on 8 1/2" x 11" heavy bond paper and should follow proper business format. Some employers feel that a thank you note sent via e-mail is sufficient, while others feel that a letter sent through snail mail is more appropriate. You may also choose to handwrite a thank you on note paper or note cards if you know the employer personally, but should probably only do so if your handwriting is neat and legible.

No matter what form you choose to send the note in, there are three *must-dos* in every thank you note:

- **Personalize the note:** Be specific in the note and mention a topic that you spoke with your interviewer about. Make sure that if you send multiple notes to different attorneys with the same employer each note does not sound the same;
- **Double check that all names are spelled correctly;**
- **Check that there are no other misspellings or errors.**

**Q: I participated in the on-campus interviews (OCI) program for the summer associate recruitment process this summer and had 12 first-round interviews. Do I have to write a thank-you note for each interview?**

A: Many recruiters from firms that participate in the OCI program feel that it is not expected or necessary for you to send thank you notes after first-round interviews.

**Q: I had six call-back interviews to firms with whom I interviewed for the OCI/Summer Associate process. To whom (or which firms) do I write thank you notes?**

A: You should always write a thank you note for call-back interviews during the OCI process. You can write a note to everyone you met at the firm, or write only to one key person

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<sup>1</sup> For first-round on-campus interviews (OCI) for the summer associate process, the rules are slightly different, and are explained later in this memo.

and ask that your thanks be passed on to the other people with whom you met. Perhaps write the Hiring Partner, thank them for meeting with you and arranging your visit to the firm. In addition, you should name the other individuals with whom you met and indicate that you enjoyed meeting with them: “Please convey my thanks to Ms. Smith, Mr. Jones and Ms. Washington as well – I really enjoyed meeting them.”

**Q: I had an interview three days ago and have already heard from the employer that I did not get the job. Do I still write a thank-you note?**

A: Generally if you have already been rejected from an interview it is not necessary to write a thank you note. However, the legal community is small, and at this point in your career it is important to develop contacts, so you may decide you want to write a note anyway.

Please feel free to contact the Career Services Office with any further questions.

## **Thank You Letter After An Interview**

November 19, 2007

John Smith, Esq.  
Smith Jones, P.C.  
One Main St.  
Boston, MA 02110

Dear Mr. Smith:

Thank you very much for taking your time to interview me yesterday. Your insight into the ongoing experience of being a new attorney at Smith Jones was very helpful.

I enjoyed hearing your thoughts on the recent IP issues I have been following in the news. You are clearly enthusiastic about your work and it was encouraging to hear about the diverse opportunities available at Smith Jones. I believe that the firm is a great fit for me and our meeting confirmed my desire to become part of the Smith Jones team.

It was a pleasure to meet you. Please do not hesitate to contact me if you need any additional information. I look forward to hearing from you.

I will be rooting for your Huskies on Saturday!

Sincerely,

David Jones

## **Thank You Letter After An Interview**

November 19, 2007

John Smith, Esq.  
Committee for Public Counsel Services  
Public Defender Division  
44 Bromfield St.  
Boston, MA 02110

Dear Mr. Smith:

Thank you for taking the time to interview me yesterday. I believe that my experience and enthusiasm makes me an ideal candidate for a staff attorney position at CPCS.

I enjoyed hearing about CPCS' new initiatives on behalf of clients involved in drug court. It is encouraging to see attorneys so passionate about their jobs. Clearly, CPCS is a collective and supportive working environment, and I am excited at the prospect of becoming part of the agency.

It truly was a pleasure to meet you. If you need any additional information, please do not hesitate to contact me at (617) 555-1234 or ja.jones@neu.edu. I look forward to hearing from you.

Sincerely,

Jeremy Johnson

## **Thank You Letter After A Panel Interview**

November 19, 2007

Michael Brown, Esq.  
Skadden, Arps, Slate, Meagher & Flom  
One Beacon St.  
Boston, MA 02108

Dear Mr. Brown:

Thank you for meeting with me yesterday. I enjoyed learning about the firm's corporate practice as well as the structure of the summer associate program.

I appreciate your efforts to arrange for me to meet with members of the Finance, Corporate, and Mergers & Acquisitions Departments. Please thank Nancy Thompson, Mark McConnell, and Steve Banks for taking the time to meet with me.

I am very excited about the possibility of joining Skadden next fall. I believe that I can make a valuable contribution to the firm given the combination of my academic training and practical work experience.

Please let me know if I can provide you with any additional information to evaluate my candidacy. I look forward to hearing from you soon.

Sincerely,

Kerry Thomas

**Letter Affirming Interest In Offer Of Employment**

September 20, 2007

Susan Murley, Esq.  
WilmerHale LLP  
60 State Street  
Boston, MA 02109

Dear Ms. Murley:

Thank you for offering me a position in WilmerHale's Summer Associate Program. I am extremely impressed with WilmerHale and am interested in your offer. However, I would like to complete the interviews I have scheduled before I make a final decision about next summer. As we discussed, I will notify you before December 1<sup>st</sup> of my decision.

Thank you again for the offer and all of your assistance. I will speak with you again soon.

Sincerely,

Leslie Burgess

## Letter Accepting An Offer of Employment

April 25, 2007

Jane Jones, Esq.  
South Brooklyn Legal Services  
105 Court Street, 3rd Floor  
Brooklyn, NY 11201

Dear Ms. Jones:

I am delighted to confirm my acceptance of your offer for a staff attorney position at South Brooklyn Legal Services. I am confident that I made an excellent decision and believe I will fit in well at the organization.

Thank you again for this opportunity. I look forward to seeing you in September.

Sincerely,

Amanda Johnson



## Letter Rejecting An Offer of Employment

October 15, 2007

Lawrence R. Cahill, Chairman  
Legal Hiring Committee  
Goodwin, Procter LLP  
One Exchange Place  
Boston, MA 02109

Dear Mr. Cahill:

Thank you for your offer to join Goodwin, Procter's summer program. I am very impressed with the firm and greatly appreciate your offer. After much consideration, I have decided to accept a summer position with another Boston law firm.

Thank you again for the offer and for the exceptional courtesy and assistance of all the people with whom I met at your firm.

Sincerely,

Karen Burns

## **Thank You Email After An Interview**

**From:** Jane Smith  
**Sent:** Tuesday, September 18, 2007  
**To:** Laura Jones  
**Subject:** Thank you

Dear Ms. Jones:

Thank you for taking the time to interview me yesterday. I enjoyed speaking with an NUSL graduate and am excited about the possibility of being part of the Bingham team. It was especially interesting to hear about the development of your mergers and acquisitions practice. Your firm continues to be my first choice for a summer associate position. Please let me know if I can provide you with any additional information to help you evaluate my candidacy. I look forward to hearing from you.

Sincerely,  
Jane Smith

## Thank You Email After A Panel Interview

**From:** Jane Smith  
**Sent:** Tuesday, September 18, 2007  
**To:** Laura Jones  
**Subject:** Thank you

Dear Ms. Jones:

Thank you for taking the time to interview me yesterday. I enjoyed speaking with everyone about the work they are doing in their respective divisions at the Mass. Attorney General's Office. It feels like a very exciting time to be part of the AG's office under Martha Coakley's leadership. Please extend my appreciation to Ben Kaplan, Susan Johnson and Keesha Hall for taking the time to meet with me as well. If you would like any additional information, please let me know. I will forward my winter evaluations as soon as I receive them. I hope to hear from you soon.

Sincerely,  
Jane Smith

*\*If you have a panel interview, send an email to one person and ask her to thank the other interviewers, or send a separate email to each interviewer with a personalized message.*

## Thank You Email After An Interview

**From:** Jane Smith  
**Sent:** Tuesday, September 18, 2007  
**To:** David Jones  
**Subject:** Thank you

Dear David:

Thank you for taking the time to interview me yesterday. I enjoyed hearing about the exciting developments in your recent lobbying effort at the Massachusetts State House. I had a great experience during my co-op at GBLS and am excited about the prospect of working with you again after graduation. Please feel free to contact me if you need any additional information. I look forward to hearing from you.

Sincerely,  
Jane Smith

*\*Note: Addressing a potential employer by first name should only be used in rare circumstances, i.e. if you had a previous co-op with the person who interviewed you or you know the person from another informal setting.*

**Thank You E-Mail After An Informational Interview**

**From:** Jane Smith  
**Sent:** Tuesday, September 18, 2007  
**To:** Mary Jones  
**Subject:** Thank you

Dear Ms. Jones:

Thank you for taking the time to speak with me today. I enjoyed hearing about your experiences as an advocate for survivors of domestic violence. It sounds like a challenging, but rewarding career. I greatly appreciated your advice on how to meet other professionals working in this field. At your suggestion, I registered for the Women in Public Interest Law conference in Boston next month. I will be sure to keep you informed of my progress. Please do not hesitate to contact me if you think of any additional suggestions.

Sincerely,  
Jane Smith