

Thank-You Messages

A thank-you letter is a necessary part of professional communication and provides an opportunity to re-emphasize points from a conversation or interview. It is also an additional opportunity to communicate supplementary information that may not have been shared in person. Be sure to send the thank-you note or email to anyone who was present in an interview or conversation within 1-2 days. Collect business cards so you have contact information. The information in this resource will assist you in drafting your personal thank-you.

Here are some occasions when you should write a thank-you message: after a job interview, after an informational interview, after a networking event, after a recruiting event, or anytime a contact (faculty member, co-worker, colleague, industry contact, etc.) helps you. A thank-you message may be combined with follow-up. (See the CPD Resource **Follow-Up Messages**). Following up via a thank-you note allows you to maintain open communication with a contact who can become part of your professional network.

GENERAL THANK-YOU OVERVIEW

Part 1 - Introduction

- Personalize/address each thank-you to a specific person.
- State your appreciation for the opportunity or for the reader's time.
- Emphasize your interest and enthusiasm for the position/the field/whatever you discussed.

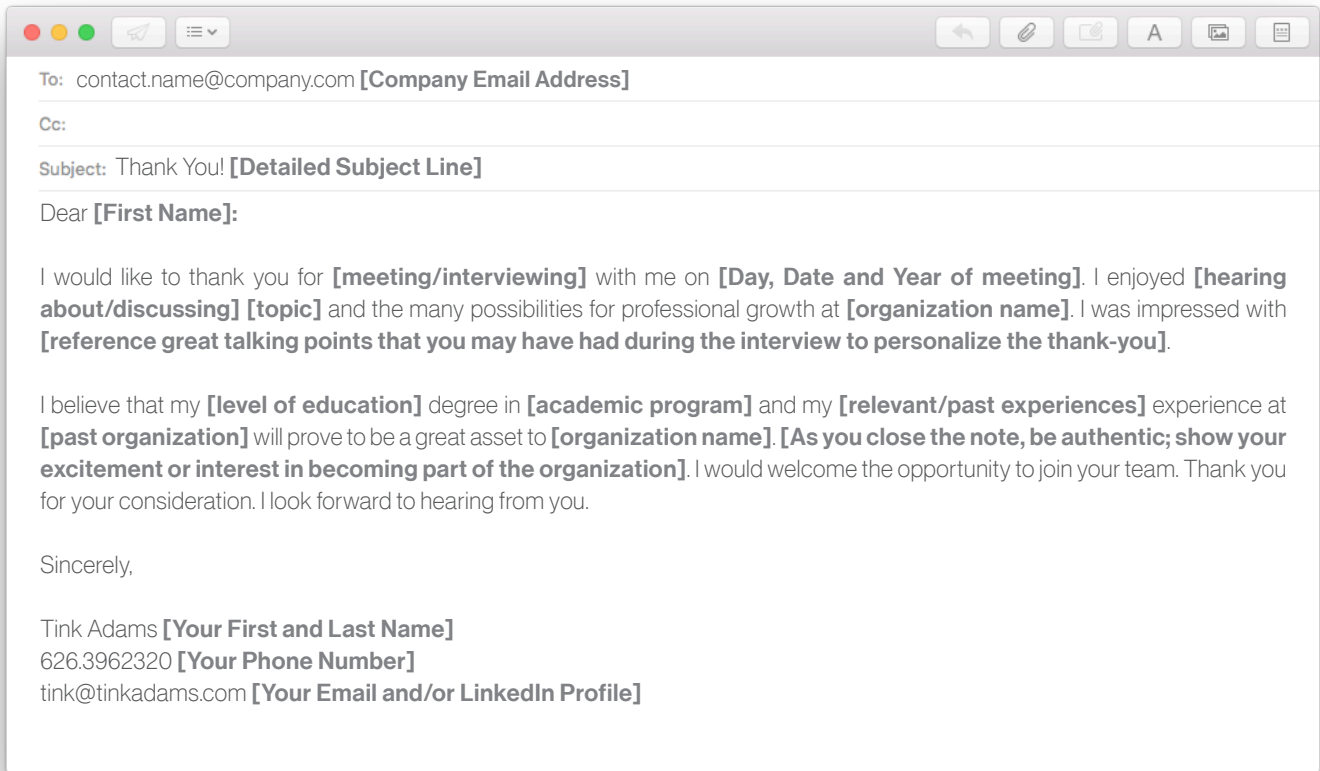
Part 2 - Body

- For a job interview, highlight your education and relevant experiences that make you an excellent candidate.
- Reference key talking points and areas of the conversation/interview.
- Add any vital information that you did not have a chance to share or mention next steps that you have already started to take.
- If relevant, ask if they can introduce you to other contacts or tell you about related opportunities.

Part 3 - Appreciation and Closing

- Reiterate your appreciation
- Thank them for their time and consideration.
- Include that you look forward to hearing back from them.

POST JOB INTERVIEW THANK-YOU:



POST INFORMATIONAL INTERVIEW THANK-YOU

