

Thank You notes

After an informational interview

Dear Ms. Maria Jose,

This is Thomas Haywood, and I wanted to take a moment to thank you for taking the time to meet with me yesterday afternoon. After our conversation I feel more confident in choosing a career in the Marketing Field, and I appreciate your advice in attending the upcoming American Marketing Association conference to build my network and get more advice. Also, I look forward to speaking with your colleague Sarah Marcus next week, so thank you for the referral. I hope to stay in touch as I begin working my way into the Marketing field, and I will keep you updated as things progress.

Sincerely,

Michael Derongah

- Send the thank you within 48 hours
- Choose specific points that were helpful to you

After a phone interview

Dear Mr. John Zing,

I wanted to take this opportunity to thank you for taking the time to interview me for the Assistant Research position with Tufts University Lab Technicians. I enjoyed getting to know more about your research facilities through our conversation, and I hope I was able to articulate how my attention for detail and research knowledge would be a good fit for your lab. If you have any lingering questions please don't hesitate to ask, and I look forward to hearing from you.

Sincerely,

Deborah Lisento

- Send the thank you within 24 hours
- Bring attention to the specific skills that were discussed in the interview

After a face-to-face interview

Dear Ms. Kathryn Smith,

I enjoyed getting the chance to meet with you and your team during the interview for the Summer Internship Program for the Boston Lawyers Group earlier today. I'm very excited for the opportunity to use my direct experience with the judicial system in addition to my coursework in a summer internship with your company. During the interview you asked a specific question in regards to my strengths and I answered by saying I'm very good at my, "Attention to detail." I wanted to elaborate that statement by saying when I was a tutor for a Crime Theory course, I was responsible for proof reading up to 10 15 page papers where I was excellent in identifying spelling, grammar, and in-text citation errors due to my excellent attention to detail. I hope this example provides a better picture of my strengths, and thank you again for taking the time to interview me this afternoon.

Sincerely,

Daniel Pentair

- Send the thank you within 24 hours
- Each person that interviewed you gets their own thank you
- Use this as a chance to address a question you may not have answered fully in the interview