A thank you note is the appropriate manner in which you extend your appreciation for an individual's time and attention. It is also the strategic way to emphasize your professionalism and differentiate yourself. A thank you note should be sent after any contact with an employer, interviewer or networking contact.

Content for Job or Internship Interview Thank You Notes

· Reiterate key points from the interview related to how your skills, interests and characteristics match the position
· Briefly introduce any relevant information not mentioned in the interview
· Express continued excitement about working for the organization

Content for Informational Interview Thank You Notes

· Highlight the most salient points from the conversation that were helpful or interesting
· Express your gratitude for any leads to additional contacts or information
· Convey your eagerness to continue corresponding with this individual

Frequently Asked Questions

Are they required?
They are expected. Some hiring decisions are made based on it. Thank you notes show you care about the position. So, why take the chance?

How quickly do I send it?
Send notes within 24-48 hours of the interview. For internship and job decisions may be made quickly.

Handwritten or electronic?
Use your judgment based on the employer's culture (formal or informal), your previous correspondence (has it been email?), and how quickly hiring decisions will be made. A formal email can be impressive and arrive sooner. A handwritten note is a nice touch and shows more of your effort.

How long?
Keep it short. Consider it a follow-up with a familiar contact to briefly highlight a few key points. It should not reiterate your cover letter.

To whom?
Send a note to the lead interviewer, or when possible, each person with whom you interviewed.

Example Job or Internship Interviewing Thank You Note

Dear Mr. X,

It was a pleasure to speak with you at our interview on December XX for an internship with Youth Learning Center. After learning more about your specific programs to build skills and confidence in children, and seeing how passionate the staff are about creating opportunities for equal access to education, I know my skills and experience with community education would mesh seamlessly with the Youth Learning Center family.

I was particularly excited by our conversation about your organization's focus on understanding the social dynamics of poverty and inequality as related to education. I did not have the chance to mention during our short time together that I will be taking a class this semester called Race and Education, in which we will research policy related to the intersections of race, culture and ethnicity within education. This perspective will make me an even more valuable summer intern and team-member.

Thank you again for taking the time to introduce me to your inspiring organization. I hope to hear from you soon about the possibility of a summer internship.

Sincerely,
Name

Example Informational Interviewing Thank You Note

Dear Ms. X,

Thank you so much for taking the time to speak with me on the phone about your career at ABC Company last week. It was particularly helpful to learn how you translated your experiences as a liberal arts student into a successful career in the financial world. I now feel more confident about marketing my skills in research, analysis, and communication gained from summer internships and student activities towards positions in sales and market analysis.

Thank you also for recommending John Smith as a contact to learn more about entry-level positions and hiring processes. He has already responded to my e-mail and we are in the process of setting up a phone appointment sometime next week.

I truly appreciate your offer for future advice on career research and applications. After I update my resume and target it to the financial field, I will e-mail it to you and would be grateful for any feedback or suggestions. I am very appreciative for your willingness to stay in touch with me and am excited to learn more about your experiences.

All the best,
Name