

THANK YOU'S

Thank you letters are a great way to follow up with anyone who helps you during your employment search. It is critical that you send a prompt thank-you letter to anyone with whom you interview.



What to Include

Keep your letters/notes short, interesting, and personal. Don't make them generic. Rather, highlight specific points and reiterate your desire to work with them. Consider sending a letter or note to everyone you interacted with, even secretaries and other people you met during the process. Since you are going to keep it short, you should not include all of these, but they can help you get started:

- What was discussed during the interview
- Something nice they did to help you (i.e. travel plans, lunch, advice)
- What you liked most about your interview (i.e. meeting the team, seeing the environment, feeling as a part of the team)
- Why you are interested in working with them
- What impressed you about the organization, interviewer, office, etc...

Letter, card, or email?

The method for sending a thank-you letter depends on the person you are sending it to. Are they busy? Did they have anything sentimental in their office? Does the person check their mail-box often? How many emails do they get a day? Do you even have their address or email? When are they making the decision?

You can find these answers by observing them and applying what you learned in the interview. Consider the following:

- One interviewer told us they like receiving a hand written card. They like the fact that the person put in the extra effort to write out their gratitude.
- An interviewer from HP told us he checks his mailbox perhaps once every three weeks. The unfortunate interviewees who sent him thank-you cards or letters in the mail were already told "no thanks" before he even got the cards/letters!
- If the decision will be made shortly, or you do not have their physical address but have their email address, an emailed thank-you letter can be appropriate. You can also hand deliver the card after your interview. Step outside their office, write a good thank-note, and bring it back to the office.
- How is your handwriting? If your handwriting is indecipherable, consider typing it out.

Example

Dear Mr. Johnson,

It was a pleasure to meet with you today. I have to say, it was amazing to finally see Accenture after all I had read and heard about it.

Our discussion about what makes companies successful really intrigued me. I have spent some more time thinking about it, and I truly feel that strong management, a thriving corporate culture, and great ideas are what set the best companies apart.

As for me, I could not be more excited about meeting with the team yesterday. I loved every second.

I am very much looking forward to hearing back from you and hope that I can soon be a part of the team.

Thank you again for your time and consideration.

Regards,

Rufus T. Justice