

## Designing Thank You Letters

Thank you letters are essential in your job search to express appreciation and to help distinguish you from other candidates. Send letters to professionals you come into contact with during your job search, to those who met with you for informational interviews, and/or to those who provided you with references.

### Letter Writing Tips:

- When used to follow an interview, send your letters within 2 days.
- Thank you letters can be sent via mail, email, or LinkedIn.
  - Letters following an interview should be sent via mail or email.
  - Connect with contacts after a job fair through email or LinkedIn.
- When sent via mail, print your letters on resume paper and send with matching envelopes to demonstrate professionalism. Still consider sending a short email immediately following the interview given the delay with mail.
- Address your letters to a specific individual with their correct title and business address.
  - Collect business cards from all contacts throughout the job search to make this easier!
- Write a unique letter for each contact, even if you follow a similar format for each letter. Make your letters warm and personalized.
- Letters should be free of grammar and spelling mistakes!
- Be brief. The purpose of thank you letters can easily be accomplished in less than one page.

### Content:

The following are suggestions for points to include in your thank you letters:

- Express your appreciation to contacts for their time and consideration. If thanking them for an interview, refer to the interview date and the position for which you were interviewing.
- Show how your qualifications and experiences match what the potential employer requires.
- Reiterate your interest in the position and use the opportunity to provide or offer supplemental information that was not discussed.
- Ask for clarification regarding anything that came up in the interview that was not clear.
- Offer to provide references.
- Include your professional contact information and an invitation to be contacted if further information is needed.

### Format:

- Refer to the sample format on back or ask a Career Counselor for assistance.

# Sample Thank You Letter (Hard-Copy and Electronic Formats)

## (Hard-Copy Sample)

---

2700 Bay Area Blvd.  
Houston, TX 77058

---

March 12, 2021

Mr. John Doe  
Director  
XYZ NewsPress, Inc.  
1111 Main Street  
Houston, TX 77030

Dear Mr. Doe:

I enjoyed our recent meeting to discuss your position of assistant editor. I was impressed with the description you provided of your organization and the career opportunities with XYZ NewsPress, Inc. I am excited about the prospect of working with you and your staff.

Based on your description of the position responsibilities, I am confident my previous experience and strong writing skills would enable me to make a valuable contribution to XYZ NewsPress, Inc. Both the position and your company's culture seem ideally suited to my current career objectives.

Again, thank you for the interview and your consideration. I am eager to have an opportunity of working on your staff. Please feel free to contact me at (111) 111-1111 or e-mail@e-mail.com if you have any further questions. I look forward to hearing from you.

Sincerely,

SIGNATURE: *Hunter Hawk*

PRINT NAME: Hunter Hawk

---

## (Email/LinkedIn Sample)

---

From: hawkh@uhcl.edu  
To: doe@XYZNewsPress.com

Subject: Thank You – Assistant Editor Position Interview

Dear Mr. Doe,

I enjoyed our recent meeting to discuss your position of assistant editor. I was impressed with the description you provided of your organization and the career opportunities with XYZ NewsPress, Inc. I am excited about the prospect of working with you and your staff.

Based on your description of the position responsibilities, I am confident my previous experience and strong writing skills would enable me to make a valuable contribution to XYZ NewsPress, Inc. Both the position and your company's culture seem ideally suited to my current career objectives.

Again, thank you for the interview and your consideration. I am eager to have an opportunity of working on your staff. Please feel free to contact me at (111) 111-1111 or hawkh@uhcl.edu if you have any further questions. I look forward to hearing from you.

Sincerely,  
Hunter Hawk

---