THANK YOU LETTER GUIDE

WHAT IS A THANK YOU LETTER?

A thank you, or follow-up letter, may be one of the most important letters of your job search. It is a way of offering your appreciation for being given an interview and, in some cases, accepting or declining an offer. Most importantly, it is another way of further marketing yourself and impressing potential employers. Most thank you letters are submitted via email, though sometimes you may want to make an impression by sending a handwritten card.

Thank you letters are usually personal and express your sincere interest in the position and the organization. They expand upon your qualifications, illustrate examples of your work, and further develop issues discussed in the interview. Customize your letter to meet each individual situation.

TIP:

Few individuals remember to send a thank you letter; so sending one can set you apart.

SOME SUGGESTIONS:

• Address the letter to person(s) with whom you interviewed.
• Send the letter within 1-2 days following the interview.
• Be personal, specific, and sincere in your thanks.
• Provide any additional information that was requested.
• Confirm the employer’s or your follow-up action (if any).
• As always, proofread for errors.

TYPES OF THANK YOU LETTERS

FOLLOWING THE JOB INTERVIEW:

Indicate your appreciation for the opportunity to interview and your interest in working with the organization. Reiterate your qualifications; highlight strengths that may or may not have been mentioned in the interview. Keep it short and to the point.

FOLLOWING AN INFORMATIONAL INTERVIEW:

Thank the individual for taking the time to speak with you regarding their field. Mention how the interview was informative and helpful to you. Note that you are following up on any referrals the individual may have made and indicate that you will keep them appraised of your progress. A thank you should be sent for telephone interviews as well as in-person interviews.

ACCEPTING A JOB OFFER:

The employer will likely request a letter of acceptance. It should be brief. The letter should refer to the offer letter or telephone conversation stating that you accept the offer at a specified salary and starting date. You may express your eagerness to join the organization.

Should you decide not to accept a job offer, a thank you letter is also appropriate. It demonstrates professionalism and offers a bridge to connect in the future.

NEED MORE HELP?

Email Career Services at careers@calarts.edu with your availability to set up an appointment with a counselor.

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January 13, 20xx

Ms. Marcia Marshon, Internship Coordinator
Electric Youth
222 N. Marengo
Pasadena, CA 91156

Dear Ms. Marshon:

Thank you very much for the opportunity to interview for the Program Coordinator position with Electric Youth yesterday. Your passion for your work and career has increased my enthusiasm for the position and the interview solidified my interest to work for your organization, as my values wholeheartedly align with your focus on the improving children's lives through arts education.

I have always enjoyed working with kids, and your expertise demonstrated for me how I could leverage my experience teaching in a very effective way in this field. Because you were able to show me so many aspects of your work, and were so broadly encouraging, I look forward to applying my knowledge of Dance and Critical Studies, and my arts teaching background to this position.

Furthermore, I found the way you interact and care for your clients, uniquely inspiring. You have such an excellent personality for this profession, and I can only hope that my level of caring and excitement for students will some day match yours.

Finally, please pass my gratitude to Ms. Sarah Garcia for joining us in the interview as well. I very much enjoyed meeting her.

Again, thanks for your time and I look forward to hearing from you soon.

Sincerely,

Susan Smith