



THANK YOU
Letter
GUIDE



EASTIN CENTER
for CAREER READINES

AT SPEARS BUSINESS

WRITTEN COMMUNICATION: THANK YOU LETTERS

Thank you letters are an important part of your job search. Thank you letters give you an opportunity to acknowledge that you appreciate the courtesy extended to you for valuable information, a referral, or an interview. They give you an additional opportunity to show interest in a position and include key information about how your experiences are a good fit for a specific position. Ultimately, they may allow you to gain an edge over other equally qualified candidates.

Timeliness is essential. The recipient of your thank you note will always consider receiving a thank you letter a courteous gesture; however, sending a letter within 24-48 hours of the interaction or interview will ensure that it has the ability to play a part in the recruiter's decision about whether to continue offering help or who moves forward in the interview process.

Handwrite your thank you letters. Handwritten thank you letters add a more personal touch. Employers are bombarded with emails, memos, and formal correspondence on a daily basis; therefore, receiving a personal, handwritten note from a candidate is more highly regarded. It is essential that your handwriting is legible, so slow down when writing your thank you letter.

When to send a thank you email. Although a handwritten thank you note is preferable, if you're aware that a recruiter will be making a decision about whether or not you will move forward in the interview process before a handwritten note could be delivered, it's appropriate to send your thank you by email.

Proofread and analyze the information. This will ensure accuracy of the recipient's name, position title and address, and will also allow you to check for typos or awkward wording that could make the letter ineffective. Maintain a positive and professional tone throughout your letter to convey enthusiasm.

Thank the interviewer. State your appreciation for his or her time and for the opportunity to interview. In the event that you have multiple interviewers, write each of them a separate letter, not just the interviewer you believe is ultimately making the hiring decision.

Mention your key selling points. This letter might serve as the last time for correspondence and the final chance to sell your skills. Mention something new about the position or company that you learned from your time with them, and briefly remind them of specific experiences you have that qualify you for the position.

Thank everyone who assisted you. You've likely interacted with many people throughout the job search and interview process. Ensure that others who have aided in your success in some way receive recognition as well. For example, guest speakers at a student organization meeting that shared something that sparked your interest, a professor who went above and beyond to refer you to someone he or she knows in your industry of interest, a recruiting coordinator who planned your interview, the administrative assistant who greeted you or got you water, or a recruiter who shared valuable information with you at the Business Career Fair.

Leave the door open. Be sure to maintain a positive relationship moving forward by sending thank you letters in the event that you withdraw from the recruiting process by turning down an offer or in response to a rejection letter. A positive thank you note, expressing gratitude for being considered can leave the door open for future employment negotiations.

THANK YOU LETTER RESOURCES

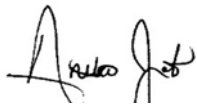
Free thank you cards are available at the Eastin Center for Career Readiness (155 Business) and at OSU Career Services (360 Student Union.)

Career Services staff are available to proofread your thank you notes before you mail them.

Dear Mr. /Ms. Recruiter:

Thank you for sharing information regarding the business analyst position with me during the Business Career Fair at Oklahoma State University this week. The rotational based training program is highly appealing because it would provide the opportunity for me to learn more about ABC Corporation by participating in various roles my first year to see how my abilities and talents best suit the corporation before taking on a permanent position. Following our conversation, I submitted a cover letter and resume through the Hire System for your review. Please let me know if you need additional information. I look forward to visiting with you again at ABC Corporation's upcoming on-campus information session!

Regards,



Thank You

Dear Mr. /Ms. Interviewer:

I really enjoyed meeting with you while you were at Oklahoma State University on April 9. Thank you for your time and willingness to share your personal experiences. I am very excited about the opportunities that your summer internship in accounting offers. I think that my desire to learn and ability to take initiative would make me a good fit for the position. I look forward to hearing from you in the upcoming weeks. Thank you again for considering me as a candidate. I really appreciate your investment in my future.

Sincerely,

