



# Thank You Notes

The thank you note is one of most important types of correspondence with employers and should follow every employment or informational interview. It is important to send a note expressing your appreciation and reaffirming your interest in a position. The thank you note has a number of purposes including summarizing your interest in the position and the company, stressing relevant points that strengthen your candidacy, and correcting any negative impressions or clearing up confusing issues that may have surfaced during the interview (if applicable).

After a company visit where you may have been interviewed by more than one person, it is a good idea to send a thank you note to each individual who interviewed you. This means you must get the names, titles, and contact information of all who interviewed you during your visit.

## **Mailing vs. Emailing Thank You Notes**

Many employers have indicated that e-mailing thank you notes is appropriate and preferred. We recommend that you send the thank you note in the body of the email (as opposed to an attachment to be opened in a program like Microsoft Word) as this requires fewer steps for the employer.

It is becoming more common for companies to have very short hiring timelines. Some companies that recruit at Fisher must make decisions about who to invite to second rounds or who to extend offers to the same day as the interview is conducted. For that reason *we recommend emailing the thank you note*.

If the employers indicate that they will be making their hiring decisions within a couple of days of your interview, then you will want to email your thank you note *within 24-48 hours* so that they are more likely to receive and read it prior to completing their selection process.

If you are asked to submit a resume or any other additional document, email your thank you note with the documents attached.

## **Format**

1. Thank the employer for his or her time.
2. Identify the specific position for which you were interviewed, along with the date and place of the interview.
3. Reiterate your interest in the position and why you fit well with the organization – be specific.
4. Close with your phone number and e-mail address, and indicate that you look forward to hearing from the employer at the time specified during the interview.

## **Professional Guidelines:**

- Make sure all spelling and grammar is correct
- Start with "Dear Ms./Mr. Last Name:"
- End with "Sincerely, Your Name"

### **Suggested Format for the Inside of a Hand-written Thank You Card:**

- Use your **best handwriting!** We recommend writing or typing what you want to say and then writing it on your card just in case you make a mistake.
- As with other thank you notes, indicate when and where you had your interview. Also highlight some key experiences that you mentioned in your interview so that the recruiter will remember you.
- In the sample hand-written thank you card on page 5 of this handout, the student uses an acronym for the name of the program to which she was interviewed. Only use acronyms if they are used and understood by the employer. Acronyms such as AKPsi (Professional Business Fraternity Alpha Kappa Psi) or OUAB (The Ohio Union Activities Board) might confuse employers who are not familiar with those programs.

**EVEN IF YOU ARE NOT SELECTED FOR THE POSITION**, it is always a good idea to send a thank you note so that you can have a positive last impression with the employer (see the second sample). This will help in case you decide to seek out another opportunity with that company in the future.

# THANK YOU NOTE SAMPLE

## (Sent via email)

Dear Mr. Borgen:

Thank you for taking the time to interview me for your Distribution Internship while you were recruiting at the Fisher College of Business at Ohio State on February 10. I enjoyed meeting you and talking about how my skills and abilities can benefit General Mills. I also liked learning more about the specifics of your internship program.

I am very excited about your Distribution Internship program. As I stated in the interview, I feel my academic courses in Logistics Management will enable me to make a contribution to General Mills through this program. Additionally, I am a student athlete participating on a traveling club baseball team and this experience has taught me how to effectively manage my time to reach individual and team goals. I am enclosing a copy of the syllabus for my Operations Design course, which you requested during my interview.

Notice that the student is reiterating his skills and experiences that he mentioned in his interview to help the interviewer remember him.

I hope to hear from you the week of March 6, as you indicated in the interview. If you should need any additional information or would need to contact me sooner, please call me at (614) 555-0100 or email me at hu.123@osu.edu.

Include anything requested by the recruiter in your thank you note.

Again, thank you for your time and consideration.

Use your Buckeyemail or another professional email

Sincerely,

Shang Hu

### **Notes**

- Make sure you include a subject line in your email. In this case an appropriate subject line might be "Thank You for the 02-10-XX Interview."
- If you meet multiple people during the interview process, send a thank you email to each of the people with whom you interviewed.

# THANK YOU DESPITE REJECTION NOTE SAMPLE

## (Sent via email)

Dear Ms. Rankin,

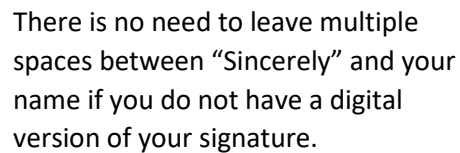
Thank you for giving me the opportunity to interview for the Customer Service Representative position while at the Fisher Office of Career Management on November 20, 20XX. I learned a great deal from our meeting, and I appreciate your consideration and interest in me.

Although I was not selected to fill your current vacancy, I want you to know that I appreciated the courtesy and professionalism extended to me during the entire selection process. I enjoyed meeting you and the other members of the sales staff. My meetings confirmed to me that Macy's would be an exciting place to build a career.

Finally, I want to reiterate my strong interest in working at Macy's. Please keep me in mind should another position become available in the near future. Again, thank you for the opportunity to interview. Best wishes to you and your staff.

Sincerely,

Christina Rodriguez



There is no need to leave multiple spaces between "Sincerely" and your name if you do not have a digital version of your signature.

# HANDWRITTEN THANK YOU NOTE SAMPLE

## (sent via postal mail)

### Suggested Format for the Front of Thank You Card:

- Keep it simple, but professional! A card with the words "Thank You," Ohio State's seal or logo, or your initials is all you need.

*Dear Mr. Emrich,*

*It was a pleasure to have met and talked with you on Friday, January 22, 20XX while you were on campus at Ohio State. I appreciated the opportunity to learn more about Nestlé and the Operations Management Trainee Program. As I mentioned, I am very interested in the OMT program. I feel that my experience with managing teams and balancing multiple projects with The Ohio Union Activities Board and my sorority will make me a successful member of this program. I look forward to hearing from you on February 8. Thank you for the opportunity and your time.*

*Sincerely,*

*Katherine Sonnier*