

It is not just a polite gesture. Sending a thank you note is an essential part of networking and your job search. Unfortunately, very few people know this! The vast majority of job seekers do not send thank you notes, yet it is one simple way to make a positive, lasting impression.

GENERAL TIPS

- An email thank you note is fine, but you may want to go the extra mile to send a hand-written or typed note.
- Type or neatly handwrite the note on personalized stationary, a simple conservative thank you card, or resume paper.
- Rather than using an online template to write your note, use your own words to compose your letter. Find a way to express your own genuine feelings of appreciation, but don't go overboard with praise. Keep it honest and simple.
- Address the note with Dear _____. Use your best judgment to decide whether to refer to the person by their first name or as Mr./Ms./Mrs. _____. Err on the side of formality unless the nature of your interactions was particularly casual, they asked you to call them by their first name, or you think it would not be in line with the culture of the organization to address them by their last name.
- Keep your note brief...after all, it is only a "note."
- **Send the note quickly.** See the sections below for specific time frames.

FOR THE INTERVIEW

After you interview for any position, you should send a thank you note to those who took the time to meet with you. It allows you to express your gratitude for the opportunity to interview, and it gives you chance to reiterate your interest in the organization, summarize your qualifications, and include any information which may not have been discussed in the interview. It also sets you apart from other candidates who probably won't send a note.

- Send the thank you note **within one day** of your interview. If you know the employer will be making a decision right away about the position, either email your thank you note or drop it off by hand the next day. You can always send an email and follow-up with a hand-written note, but do not write the same thing in each one.
- Send individual notes to each person with whom you interviewed. Each note does not need to be completely different. You can develop some language that is basically the same in each letter, but you should always try and personalize it to something specific that is relevant to your conversation with that person.
- Thank the interviewer for interviewing you and mention how much you enjoyed the meeting. Make sure to specify the date you interviewed and the position for which you are a candidate.
- Mention anything specific that made an impression on you during the interview.

THE THANK YOU NOTE

- Reiterate your interest in the position.
- Restate why you are an excellent candidate for the job.
- Share any new relevant developments since your interview (e.g. new awards, research opportunities, etc.) or any relevant information that you forgot to mention or did not have a chance to share during the interview.
- Offer to send any additional information (e.g. references, writing sample, etc.) if appropriate.
- State what you will do next (phone call, etc.) and DO IT.

FOR THE INFORMATIONAL INTERVIEW/NETWORKING

You should always send a thank you note after you have a conversation with someone for purposes of networking or career exploration. This is called an informational interview. For more information, see the [Informational Interviewing handout](#). Whether you've met with an alumna to learn about her career or talked on the phone with a non-Amherst connection to find out more about his specific field or company, show your appreciation and create a strong impression by taking the time to thank them appropriately.

- Send the note within a reasonable amount of time. Don't wait more than a week. You can always send an email and follow-up with a hand-written note, but do not write the same thing in each one.
- Thank the person for speaking or meeting with you and mention how much you enjoyed the conversation.
- Mention anything specific that made an impression on you during the conversation. What did you learn? What made you excited? What has it made you think more about? How has it been helpful?
- Follow up on any resources, connections, or information the person offered to share with you.
- Follow through on anything you promised to send to them (e.g. resume or other documents)