

Careers: Thank You Notes

It is a good idea to thank someone that helps you with a job search or interviews you for a job. A short but thoughtful written note is a way to show your appreciation for the person's time and might even help you stand out among the group of people who applied for a job. Some employers might even expect a note or follow up email- but they won't tell you that or ask for it. A thank you note would also be appropriate to thank your supervisor from a volunteer job, summer job, or internship. If you have the person's email address you could send an email, but be sure to use full sentences and proper grammar- no emoji! The thank you should not be a phone call and not a text. A thank you note should include some details from your interview or what the person did.

Here is an example of a thank you for an interview:

Dear Ms. Smith,

I would like to thank you for taking the time to interview me today for the summer internship position with Anytown Animal Shelter. I enjoyed meeting you and appreciated the opportunity to tour your facility. After hearing more about the internship position, I think it would be a great match for my skills and interests. Please let me know if you have any questions about my resume or if you would like any additional information from me. Thank you again for your time and consideration.

Sincerely,
Maria Coleman

Here is an example of a thank you for someone who provided you advice or information about your potential career:

Dear Ms. Smith,

I would like to thank you for taking the time to meet with me to discuss your experience as a writer. The advice and information you gave me has really helped to clarify my career goals and helped me to plan my next steps towards a career as a writer. I truly appreciated the opportunity to learn from someone so accomplished in this field.

Sincerely,
Maria Coleman