



Thank You Emails and Notes

It is important to say thank you to the employers, faculty, alumni, and other networking contacts who have assisted you in your internship, career, or graduate school application process.

A thank-you note or email should be written after:

- An interview
- A meeting with a networking contact
- A contact is helpful in a phone or email conversation
- Someone provides information to you at your request
- A contact that spoke with you at a career fair
- You visit a contact at their work site
- Any other contact for which you want to express thanks and develop a good relationship

Your thank you can include:

- Details from your conversation that were helpful
- Reiterate your interest in a position, if applicable
- Highlight experiences or skills that make you an excellent candidate, if for an interview
- Add information that you may have forgotten to share during the conversation

How do you know whether to send an email or thank you card?

Always honor the communication preferences of the person you'll be thanking. For example, if they ask you to follow-up with an email, be sure to send them an email. If you do not know the communication preferences of the person you are thanking, you should consider how quickly your message needs to be sent. Remember: a late letter is better than no letter at all. Even if your interest in the company is low, or if you are turned down for a position, it can keep your options open for the future and shows your appreciation for their time.

- Thank you messages after interviews, career fairs, or networking events should be sent within 48 hours. Email is ideal for more urgent messages. You will want to be fresh in their minds so they will remember you.
- Thank you messages that are not necessarily time sensitive should be sent out within a week. A thank you note or letter may be a good fit for less urgent messages. Keep some blank note cards with you, and after the meeting, fill them out and drop them in the mail so it will get to them in a timely manner.

Tips for writing your thank you note or email:

- Be sure to gather business cards before leaving your meeting so you have accurate contact information.
- If you met with five or less people, you should write a thank you letter/email to each individual. You can use your notes to personalize your letter for each individual. If you met with more than five people, you can simply send a letter/email to the person who coordinated the meeting, referencing the people you met.
- For emails, the subject line should include your name, the event, and reference to what the email is regarding (ex. Thank you from Tracy Jackson, Engineering Internship Interview).
- Refresh the individual's memory by stating meeting details as well as topics that were covered (another good reason to take notes!).
- Reminder: check for spelling or grammar errors before sending. It should be genuine, well-written, and show appreciation for the person's time.

Sample Email:

To: MaryJones@XYZCorporation.com
Subject: Tracy Jackson Resume | VMI Career & Internship Fair
Attachment: Resume_TracyJackson_3.3.20
Dear Mary,

Thank you for speaking with me at the VMI Career & Internship Fair today. I enjoyed the opportunity to learn more about employment opportunities with XYZ Corporation. As you requested, I have attached a copy of my resume to this email for your consideration. After our conversation, I did some more search on the management trainee position and plan to apply for the positions in Charlotte and Richmond. Thank you for your time and consideration.

Sincerely,
Tracy Jackson
Economics and Business major
555-555-5555 (cell)

Sample Thank You Note - After an interview.

Mary,

Thank you for the opportunity to interview for the management trainee position in the Charlotte office. I enjoyed meeting with Ryan, Alan, and you. I appreciated learning about the leadership development rotation and how XYZ corporation gives back to the community through the United Way. As a previous United Way volunteer, I know the volunteer work of your organization means a great deal to the community. I am eager to learn more about the next steps in the process. Please feel free to contact me with any questions.

Sincerely,
Tracy Jackson