

## Thank You Letters, Notes, and E-Mails

### First Impressions Last, and Last Impressions Do Too

We sometimes focus on your first impressions when meeting someone professionally, but “last” impressions are equally important. Writing a sincere thank you note after an informational or job interview is a great way to build relationships, demonstrate your writing ability, and convey a strong interest in the organization.

### Guidelines for Effective Thank You Notes

- First, make sure you get contact information after any type of interview. It is perfectly fine to ask for your interviewer’s business card at the close of the meeting.
- Send your thank you within 48 hours.
- You may send a hard copy letter in a traditional business letter format, a hand-written note, or an e-mail. All are acceptable.

### What You Need to Accomplish

#### Required

- Thank your interviewer for taking time to meet with you.
- Reiterate your genuine interest in the organization.
- Demonstrate that you can write well.

#### Optional

- Follow up on interview questions that you may have answered incompletely or not to your satisfaction.
- Provide information about something that wasn’t asked in the interview but that you feel is important.

### SAMPLE E-MAILED THANK YOU NOTE

From: jgarcia@uic.edu  
To: srosen@nmfn.com  
Subj: Thank you for the opportunity to interview

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Dear Ms. Rosen:

Thank you so much for providing me the opportunity yesterday to discuss my qualifications and how I might be an asset to the McTigue Group and Northwestern Mutual. It was a pleasure to meet with you.

I hope I conveyed my genuine excitement at the prospect of completing an internship at Northwestern Mutual. In addition to your Top 10 internship rating, what impresses me most

about the firm is its dedication to providing employees a way to create their own opportunities. As a first-generation college student, I understand how important it is to forge your own path, but I also see the benefits of getting some help along the way. The mentoring program you described seems like a powerful tool.

I also wanted to clarify my response to your question about my GPA. While it is lower than I would like, it was essential for me to work at least 30 hours per week while taking a full load of classes. In addition, in my quantitative courses I've always excelled. If you need any further information please don't hesitate to reach out.

Sincerely,

Jacqueline Garcia