

# Thank You Notes

There are two types of thank you notes that can be sent after an interview or business meeting.

## Notecards

This hand-written note should be mailed within 24 hours of the meeting and personalized to the recipient. Since so much correspondence is sent digitally, receiving a physical card could leave that little extra last impression you need to be memorable with an employer.

When buying stationery or note cards, be sure that you stick with paper that comes in a matching envelope. You will also want to avoid patterns that may look immature or childish. Keep stamps and a quality pen handy so that you can send your note right away.

## Emails

If you have only spoken over the phone or corresponded via email, an email thank you will suffice. Be sure, once again, that the message is personalized to the recipient and sent within 24 hours of the meeting. Since the note will be received instantaneously, it is crucial that you double-check spelling and grammar. You will not have another opportunity to read over it once you hit "send."

Your note should be broken into three short paragraphs. See the sample below for an outline of what you should say.

Dear Mr./Mrs./Ms. Last Name,

Reminder about the meeting

- State the purpose of the meeting, you have to give them a frame of reference.
- Thank the person for taking the time to meet with you or considering you for the position.

Discuss position

- Express your excitement about the opportunity.
- Mention 1-2 specific things about the position that would make you a great fit.
- Any details you can drop in about what you learned from the meeting about the position or company culture is also helpful.

Closing

- Express your gratitude again.
- Give a call to action, or provide the reader with something specific to do, such as contacting you if they need any more information.
- Optional: Any final thoughts or follow ups on specific conversation topics within the meeting. This is a great time to bring up hobbies you might have in common or references to a joke made in the meeting—only if they were brought up by the interviewer.

Sincerely,

Your Name