

THANK YOU CORRESPONDENCE

When to Send a Thank You

- After meeting with an employer such as at an information session, career fair, panel event, etc.
- After a job or internship interview
- After someone helps you with your job search process (e.g., refers your resume to someone else, offers to introduce you to someone in their network, etc.)

Format

- It is acceptable and sometimes even preferred to use email, since it is the quickest way to correspond. This is especially the case following an interview if they are making decisions quickly
- You may also send handwritten thank you cards or letters, when appropriate, in addition to the email
- If you interviewed with multiple interviewers, send a unique email/letter to each person
- Keep it clear, concise and free of typos or grammatical errors

Content

- Thank the employer or networking contact for their time and anything specific they shared in terms of advice, resources, referrals, etc.
- Express gratitude for the opportunity to interview or for job search assistance
- Reaffirm your interest in their company, employer, or industry
- Jog the person's memory to remind them of your conversation and mention aspects of the interview, conversation or meeting that were of particular interest to show you were listening
- Clarify an answer or add something that you may not have mentioned during the interview or conversation that is relevant to your job search or to your application

“Start early and find people who are going to be your champions, mentors, and support system. Don't look at relationships and meeting people as transactional, but relational.”

- Nithin Jilla
Executive Director
DREAM FOR SCHOOLS
UCI ALUMNUS, COMPUTER SCIENCE



Samples

Dear Mr. Reyes,

Thank you for taking the time to speak with me this morning about your experience working as a Transportation Planner with the City of Irvine. I was excited to hear of the variety of responsibilities you have from planning and budgeting, to collaborating with so many colleagues across departments. I will definitely look into the resources you shared with me and will also reach out to Mr. Gomez with the County of Orange Transportation Department soon. I appreciate the great advice and for introducing me to someone within your network.

Thank you again for your time and I look forward to staying in touch.

Sincerely,

Dear Ms. Cho,

Thank you for the opportunity to interview for the Laboratory Assistant position at Allergan. After learning more about the specific projects and responsibilities, I am very eager to bring my laboratory experience and analytical skills to help you with ongoing and future projects. As mentioned, having worked at the Beckman Laser Institute & Medical Clinic last summer, I have been successful in working collaboratively with other colleagues under tight deadlines while maintaining a high attention to detail.

Please let me know if you need any additional information as you are making decisions. Thank you again for your consideration and I look forward to hearing from you soon.

Sincerely,

“Networking throughout the years has allowed me to become more comfortable speaking with people who are older and more experienced than me. This has been highly valuable because I have multiple people I can always reach out to for mentorship and guidance.”

- Melany Im
Advanced Tax Staff
Holthouse Carlin & Van Trigt LLP
UCI ALUMNA, BUSINESS ADMINISTRATION