

PROFESSIONAL CORRESPONDENCE

It is important to learn how to correspond with employers and other professionals, whenever you are communicating with them.

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