

THANK YOU LETTERS

During the job search process, you will meet many people who will provide helpful assistance to you. They could give you some helpful career information, a list of relevant contact names, serve as a reference for you, or interview you for a job. Sending a thank you letter to each person who has had an impact on your job search is a perfect way to express your appreciation. The following are a few guidelines to help you determine who to thank, what to say, and how and when to say it:

- Send a thank you letter to everyone who has helped you with your job search, expressing your appreciation for their assistance. Thank information interviewees for the information and contacts they provided, thank references for agreeing to speak on your behalf, and thank the interviewer(s) for giving you the opportunity to meet regarding the position you are seeking.
- Use business-like stationary or notepaper. You may type the letter or handwrite it (but only if your handwriting is neat and legible).
- E-mail your thank you letter if you are concerned about making an immediate impact (eg. the hiring decision will be made before your letter would arrive in the mail).
- Keep it short. Lengthy, flowery letters will not endear you to the letter's recipient and may be perceived as an attempt to "kiss up."
- Maintain a professional tone in the letter, no matter how friendly a relationship you feel you may have developed with the person. The note will likely become part of your personal file and may be read by others.
- In a post-interview thank you letter, use the letter to confirm your serious interest in and/or qualifications for the position.
- Send your thank you letter as soon as possible after contact - 1 or 2 days would be ideal. If it arrives after the decision has been made, it will have little or no impact.

Suggested format

1st Paragraph:

Express your appreciation (for the interview, the opportunity to discuss the position at the career fair, the information they gave you, etc.). Convey your gratitude for their time and their courtesy shown to you. Mention the date of the contact.

2nd Paragraph:

Personalize it. Mention one or more helpful points that you learned from your time with the letter's recipient. You may summarize your main credentials or mention a skill or experience that you were not able to expand upon during your contact, but remember to be brief.

3rd Paragraph:

Reaffirm your interest in the position if the thank you letter is in regards to a job interview. Offer your thanks one last time.

The CareerCentre @Western

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May 1st, 2006

Mr. Jimmy A. Job
Human Resources Manager
Excellent Employer Inc.
2 Allover Avenue
Megacity, ON
B2C 3D4

Dear Mr. Job,

I am writing this letter to thank you for meeting with me on Monday, April 30th, regarding the position of Regional Sales Manager. I greatly valued the opportunity to discuss my qualifications with you and I appreciate you taking the time to interview me and answer my questions regarding the position.

Working for Excellent Employer would be a wonderful opportunity for me, both professionally and personally. Professionally, I have an outstanding sales record which would aid in my success as a Regional Manager. On a personal basis, I really identify with the commitment to the community that Excellent Employer makes. I was aware of the strong presence the company holds in the community, but was not aware of the sizeable donation given to help fund the new community centre that you mentioned yesterday. I respect the integrity of such endeavours and thank you for pointing them out to me. They confirm my enthusiasm to join the Excellent Employer team.

Again, I would like to thank you for all of your help and information regarding the position. I am very interested in the opportunity of joining the strong sales team that you have in place and hope that I may contribute to the success of your company. I will look forward to hearing from you soon.

Yours truly,

Hank McThanksalot