

Writing Thank You Notes



Thank you notes are a simple way to express your appreciation for someone's time and thoughtfulness.

Basic tips:

- ✓ Try to send a personalized thank you note to each person you've met within 24 to 48 hours of your meeting or interview.
- ✓ Begin with a greeting that includes Dr./Prof./Mr./Ms. unless the person is a very close acquaintance.
- ✓ Use more formal language (e.g., capital letters, complete sentences) rather than the language you might use in a phone text or conversation.
- ✓ Personalize the note by mentioning something you enjoyed speaking about during the interview or meeting, or something that you have followed up on based on the person's suggestions/advice.
- ✓ End with "Thank you for your time" or "Sincerely" and your full name.
- ✓ Proofread your email before sending it!

Examples

After a meeting or interview with a mentor

Dear Dr./Ms./Mr. X,

Thank you so much for taking the time to meet with me yesterday. It was so helpful to hear about your experience as a doctor. I was particularly interested to hear about your experiences in medical school, and I feel like I have a much better sense of the traits that would make me most successful in that kind of graduate school setting now.

I will definitely look into the medical school programs that you mentioned in our meeting. Would it be OK for me to contact you in the future if additional questions come up as I move forward?

Thanks again!
[Your name]

For a reference letter writer

Dear Dr./Ms./Mr. X,

Thank you so much for taking the time to serve as a reference for my job search. I am very excited to share with you that I was offered the position at [company] this week!

I have really valued the time I spent conducting research in your lab, and those experiences played a big role in my decision to apply for (and eventually accept) this job at [company]. Thank you for all of the guidance you have given me throughout the process. I know you have a very busy schedule, and I really appreciate your taking the time to support me.

Thank you again!
[Your name]

After a professional interview for a job or internship

Dear Dr./Ms./Mr. X,

Thank you for taking the time to meet with me about your email manager position. I especially enjoyed hearing about the collegial work environment at [company], and the ways in which your team has been taking an innovative approach to developing a collaborative work environment.

I was really impressed by your company, and it seems like I would fit in nicely with your ongoing efforts to create a more automated and efficient campaign. My past experiences as [internship/job/ class] have prepared me to use tools like list management and automation technology to expand into new markets like [specific markets mentioned in interview].

I remain enthusiastic about the possibility of joining your company as an email manager. Please let me know if there's anything you need from me as you move forward in your conversations with others in management. Thank you again for your time and consideration.

Sincerely,
[Your name]