

## **THANK YOU LETTERS**

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Thank you letters should be timely and tailored to each interviewer. Tailor your letters by including a specific reference of your discussion with each person you met during the interview and send that letter in a timely manner (typically the same day or shortly after).

Handwritten notes are generally viewed as a more personal form of written communication. However they must be written legibly and they do take time to get to the recipient. Emails are also becoming acceptable but they must be well written and thoughtful. You should also consider the person receiving the note, some may prefer and appreciate a hand written note more than an email.

You should always send a note after an interview with a potential employer. Additionally consider sending thank you notes to all the people with whom you met or spoke with by telephone for advice or referrals as part of the networking/informational interviewing process. Use the following sample thank you letters as a guide to draft your own thank you letters:

## Office of Career Services



P.O. Box 1  
South Royalton, VT 05068  
(802) 763-1111  
[email@gmail.com](mailto:email@gmail.com)

January 16, 2016

James Borton, Esq.  
Environmental Aid Group of Friends  
659 Cushion Road  
Seaton, MA 02394

Dear Mr. Borton:

It was a pleasure meeting you today to discuss the possibility of joining your team at the Environmental Aid Group of Friends. I genuinely appreciated and enjoyed the opportunity to discuss my background and goals with someone whose career path has so closely paralleled my own aspirations.

I would like to reaffirm my interest in this position. My position with the New Jersey PIRG gave me a solid grounding in one form of public interest practice, and helped pique my interest in energy issues. You can be confident that the commitment you seek is matched in my established and active desire to succeed in my practice as a legal professional.

Thank you again for your time and consideration. I look forward to hearing from you.

Yours truly,  
Sign name here  
Adam Kane

### **Sample Handwritten Thank You Note**

January 5, 2018

*Dear Ms. Smith,*

*Thank you for taking the time as a Vermont Law School alumnus to speak with me today concerning my employment search in the Washington, DC area. I followed your advice immediately with a telephone call to Mary Washington at the EPA and have an appointment for next week.*

*I look forward to meeting you in person and will contact you when I reach Washington, DC to arrange a time that is convenient for you.*

*Sincerely,  
Adam Kane*