

# Thank You Letters

Thank you letters are a great opportunity to network with employers and make a good impression.

**ALWAYS** send a thank-you letter after an interview or after a prospective employer or new business contact has spent time with you.

- Ask for a business card to confirm the spelling of their name and exact job title. This is even important when talking with employers at career fairs. If they do not have a card on them, look them up on the company directory.
- Sending a thank you letter is not only good etiquette, but it also makes you stand out from other applicants. It also gives you a chance to remind them of your name, career interests, and skills.
- Make sure to mail your thank you letter within 48 hours of meeting with them to help employers recall who you are.
- Handwritten notes are always best, be sure to take your time to write clearly and legibly.

## What to Put in Your Letter

- Express appreciation for opportunities or information provided
- Mention the day of your meeting or event and something that you discussed
- Use this opportunity to expand on topics you discussed.
- Express continued interest in the position, the company, or whatever the purpose of your contact was
- Close your letter with a comment about future contact with the employer
- Review the letter for errors before sending

*Thank You*

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