

ANATOMY OF A THANK YOU LETTER

Use quality stationery and matching envelopes. Alternately, send via email without letterhead or recipient's address block.

Send to each interviewer? Ideally, yes. If you met with five or more people you may consider sending a note only to the perceived decision-maker, and asking him/her to relay your gratitude to the other individuals involved. See a career counselor for additional information.

1. Appropriate (i.e., conservative) Letterhead or:

2. Street Address
City, State & Zip
Date (spelled-out)

3. Full Name of *Targeted* Individual (and title or degrees [e.g., Esq. / M.D.]
Complete Title (if applicable)
Entire Name of Firm or Organization
Address

4. Dear Mr. / Ms. / Judge:

5. Thank them for their time and reference the date of your interview.

6. Make an association to your conversation (personalize this section if you met with several people). Express your continued interest in their organization and reiterate how you would be an asset to their organization.

7. Enclose any materials that were requested in the interview and offer to send any additional information that may be useful to their decision-making process. Close with a "look forward to hearing from you" statement. Thank them again.

8. "Sincerely," "Sincerely yours," or "Very truly yours,"

Printed Name

Enclosure (only if you wish to add something new and relevant to your application or if you were asked to do so).

*******THANK YOU LETTERS SHOULD BE BRIEF*******