

Gabelli 2013 - Junior Advising Program

Guide to “Thank You” Notes

If a recruiter accepts your resume, or if a company representative grants you an interview, it’s always good form to write them a “Thank you” note immediately afterwards. It shows that you are polite, conscientious, and are genuinely interested in the opportunity that’s being offered.

In general, you should use either a Thank You card or nice stationary, but only as long as it looks professional (no loud colors or graphics). The note itself should also be hand-written, so make sure you’re writing is legible. In addition, you should aim for them to receive it within a week.

As far as the text itself, it really only needs to be four lines:

1. Say thanks immediately, stating what in particular you’re thankful for (e.g. accepting your resume, interviewing you, giving you advice etc).
2. Mention something particular you spoke about to remind them of who you are (as well as to show you were paying attention when you met).
3. Reiterate your interest in the position, stating how you are available for further questions, interviews, etc.
4. Thank them again to conclude in addition to wishing them well.

You might also want to put your E-mail address at the bottom.

So, for example, if a student was thanking someone for an interview, it might look something like this:

Dear Mr. Smith,

Thank you for taking the time to interview me for the Analysts position last Wednesday, the 11th. I was intrigued in listening to your experience having worked internationally for so many years, and hope to do the same myself, eventually. Just so you’re aware, I am even more interested in working for Smith & Sons now after speaking to you, so please let me know if you have any further questions or wish to schedule another interview. Again, thanks and I hope your search goes well.

*Sincerely,
Elizabeth C. Intern*

Elizabeth.Intern@fordham.edu

So, just remember to keep it clear and brief. Remember: this is an example of your communications skills and will be judged accordingly.

*If you have any questions, please contact your Junior Class Dean,
Alan Cafferkey – cafferkey@fordham.edu*