

**School of International and Public Affairs
Columbia University
Office of Career Services**

THANK YOU NOTE

Plan to send thank you notes throughout your job search to people who help you along the way, including networking contacts and interviewers. This is a professional gesture that will establish goodwill and distinguish you from other candidates. Send thank-you notes within 24 to 48 hours after each interview. A thank you note may serve the following purposes:

- * **To acknowledge the interviewer's time** in considering you for the position.
- * **To highlight something** from the conversation that you learned and/or were impressed by: use one or two specific examples.
- * **To express your enthusiasm** for the position if you sincerely feel this way. If an organization is your first choice, let them know. If you don't feel enthusiastic, either say nothing or let them know diplomatically that you are not interested in being considered for the position.
- * **To supply information** you promised in the interview. For example, you may have mentioned an article or paper you wrote that they wanted to see.
- * **To clarify/elaborate** on a question to which you feel you responded poorly. Be careful not to begin by reminding the interviewer that something did not go well in the interview. State the thought in a strong, positive tone.
- * **To reinforce your assets**, especially if it is clear that the interviewer has reservations about your candidacy. You may feel that your GPA was of concern, or that the employer was troubled by your lack of direct experience. Acknowledge the interviewer's hesitation and provide a strong, positive counterargument.

Thank you notes should be brief. It is usually best to err on the conservative side and type your thank you notes and envelopes. It may be acceptable under special circumstances to hand-write a card, for example, to a networking contact. If in doubt, you may speak to an OCS counselor.

If you were interviewed by more than one person, it is usually best to personalize each note, perhaps by referring to a comment the interviewer made. In some cases, you may write the same letter to each person and "cc" each person on every letter. Use your best judgement, as each case is different.

FORMAT FOR THANK YOU NOTE

Your address _____

Date _____

Name

Title

Organization name

Address

Dear Mr. or Ms. _____:

OPENING PARAGRAPH

As you begin, express your sincere appreciation. You may want to write something like “I want to thank you very much for taking the time to interview me yesterday for the _____ position. I enjoyed meeting you and learning about the organization.”

You can also mention something that particularly impressed you about the interviewer or the organization, and/or about a particular aspect of the discussion you had with the interviewer. For example: “I was impressed by your commitment to the firm, and the varied challenges you have encountered during your time there.”

MIDDLE SECTION (one or two paragraphs)

You may include one or more of the following:

- *Reemphasize your strongest qualifications
- *Bring attention to the good match between your qualifications and the job requirements
- *Reiterate your interest in the position
- *Provide or offer supplemental information not previously given

Example:

“My enthusiasm for the position and my interest in working for _____ were strengthened as a result of the interview. I believe that my communication and analytic skills would enable me to be successful in this position and to make a significant contribution to the firm. I would enjoy working with you and your staff in your team oriented, results driven environment. You provide the kind of opportunity I seek.”

CONCLUDING PARAGRAPH

Restate your appreciation and interest. For example: “Again, thank you for the interview and your consideration. I hope we will have the opportunity to work together.”

Sincerely,
Your signature
Your name typed