

# CAREER MANAGEMENT CENTER *TIPS!*

## THANK YOU LETTERS

*Sending a thank you letter to a network, contact, or interviewer demonstrates that you know proper business etiquette and are appreciative of the opportunity that has been extended to you.*

### What to include in your letter:

- Thank your contact or employer for their time
- Mention specifics of something you learned that helped you
- Relate the major points of the conversation and express your appreciation for their time and assistance

### Details:

- Send the letter within 24 hours of your meeting
- Make sure the letter is business-like in appearance
- If you sent a cover letter or resume, match the formatting across the documents: consistency looks professional
- Always proofread your letter before sending it
- Sign the letter

### When you should send a thank you letter:

- You have been hired or accepted for the position or opportunity
- You have been rejected for a position
  - Express your gratitude for being considered for the opportunity as well as your continuing interest in the company
- You are declining an offer
  - Send a polite thank you letter in order to keep the door open for future consideration