Thank You Notes
You should send a thank you to all people who support your job or internship search— that means (1) employers and recruiters who interview you; (2) alumni/ae or personal contacts who provide advice to you; (3) any person who serves as a reference for you, (4) professors who have supported you in the application process.

If you were interviewed by more than one person for a job or internship, you should write individual (and different) notes to each person. By writing unique letters to each interviewer, you have the opportunity to reference specific discussions or points brought up in each interview. If you did not obtain each person's business card during the interview, contact the employer's administrative assistant to verify the spelling and titles of individuals you met with.

Thank you letters should be emailed within 24 hours of the meeting. In order for a thank you letter to have an effect, it must be received before a hiring decision is made. So the sooner you send it, the better!

Information to Include in Interview Thank You Letter

Heading/Contact Information: Same as cover letter

First paragraph: Cite the day on which you interviewed. Express your appreciation for the interviewer’s time and your interest in the position and organization.

Second paragraph: Use this paragraph to make one or two final points about your qualifications and interests based on the interview.
   1. Underscore one or two of your most relevant skills or experiences.
   2. Highlight skills or experience which you did not (for whatever reason) focus on during the interview, but which you know will be key consideration factors.

Although you need to make sure you express these ideas clearly and fully, this paragraph should be brief and to the point!

Final paragraph: This is a good place to restate the timeframe the employer gave you, to express your appreciation again for the chance to meet with her or him, and to affirm your continuing interest in the job and company/organization.

Sample Thank You Email

Email Subject: Rogers Interview Thank You

Dear Mr. Smith:

Thank you for taking the time to interview me on Wednesday, June 27. I found our discussion extremely informative, and it further solidified my desire to work for ASPEN Magazine. I was particularly struck by the enthusiasm you displayed as you reflected on your experiences working as an editorial assistant at ASPEN and your movement up to the position of Editor-in-Chief.

I look forward to the next step in the interviewing process, and will call your assistant, as we discussed, in one week to follow-up. I look forward to speaking with you again soon. Thank you for your time and consideration.

Sincerely,
Sarah Rogers