



THANK YOU LETTER TIPS

Quick Tips

1. Always send a Thank You letter after an interview. It shows that you are professional.
2. Letters or an email should be sent as soon as possible after the interview, preferably within 24 hours of the interview and before the hiring decision has been made.
3. You should send a Thank You letter to each person that interviewed you.
4. Letters should be short and simple. They should be professionally written and free of typos and grammatical errors.
5. Thank You letters can be typed or handwritten. You will need to understand the culture of the company before deciding which type of letter to send. Emailed Thank You letters may be appropriate in certain circumstances.
6. Use a Thank You letter to distinguish yourself from other interview candidates.
7. A Thank You letter allows you to re-emphasize your skills, accomplishments and why you are the best person for the position.
8. A Thank You letter may be used to clear up any misunderstandings during the interview.
9. Thank You letters allow you to leave a good impression.
10. Sample Thank You letters may be found online or provided when you meet with us in the Center for Student Success.