

Thank You Note Tips

Send an email AND a handwritten note. Email will arrive quickly and handwritten will impress!

Send thank you notes within 24 hours of your meeting!

Choose the right kind of cards for handwritten notes. Use fold-over notecards.

Craft a personalized message embedding topics from your conversation.

Include everyone who was involved in the interview.

If you have business cards, slip one into your thank you note.

Send a thank you note even if you do not get the offer. They could still recommend you for other roles!

Double and triple check for grammatical and spelling errors.



Sample Thank You Note

Dear _____,

Thank you for taking the time to speak with me about the Marketing Analyst position this morning. It was inspiring to have such an insightful conversation about marketing metrics, and I enjoyed learning more about your insight into the industry.

The details you shared about the position and future goals for the marketing team convinced me that the role would be an ideal match for my qualifications. My degree in Marketing from Clemson University, along with the internships I have completed, would allow me to make a valuable contribution to the department.

I look forward to hearing more from you soon.

Sincerely,

SIGNATURE



Office of
**CAREER AND GLOBAL
ENGAGEMENT**