



Thank You Notes

1

Begin with a greeting

Depending on how well you know the recipient, you can use more casual greetings such as "hello" but I nearly always opt for "dear."

2

Offer your thanks (and be specific!)

After an interview, express your gratitude for their time, express how your experiences can help their company, and/ or how you feel you can be an asset to their organization.

3

Add a personal comment or anecdote

Perhaps something that stood out to you about their company, or how you enjoyed meeting their staff.

4

Sign politely

"With gratitude" and "cordially" are both classics.

5

Mail promptly

Timely thank-you notes are preferable however, it's best to send your note within one week

Be careful to double check for spelling errors!!