

THANK YOU/FOLLOW-UP LETTER INFORMATION & CONSTRUCTION TIPS

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A Thank You/Follow-Up Letter serves to communicate with potential employers (and graduate schools) regarding your appreciation and understanding of business etiquette.

Below you will find **General Thank You/Follow-Up Letter Information**, along with **Construction Tips** to use with a variety of other resources and information as you construct *your letter*. Obtain as many ideas as possible for *your letter* by referring to several samples. Keep in mind that the final version that may work best for expressing your reason for writing (interest in job or graduate study) will differ from the samples you view. For example, you will likely have additional experiences that you bring to the table or there may be different responsibilities to address within the letter.

FOLLOW-UP WITH RECRUITERS:

After a Career Fair, promptly follow up with recruiters representing companies of particular interest to you by sending a note or email thanking them for their assistance at the Career Fair and identifying any next steps they suggested you take. (For example, if they asked you to apply online, indicate when you did for their reference). Include another copy of your resume.

After you interview with a company/organization or a graduate school, send a thank you letter in follow-up to those who interviewed you. This letter should be sent within 2 business days of the interview. The letter may be sent by email for quicker delivery. If sending by mail, use the same contact header that appears on your resume and cover letter to complete your professional application package.

If you are no longer interested, include this message in your thank you letter. Doing so demonstrates professionalism and shows the recruiter that you have an appreciation for their process. It also keeps the door from closing on you in the future. **Never ignore contact from the employer/graduate school.**

THANK YOU/FOLLOW-UP LETTER CONTENT/FORMAT:

For a professional look, use the same heading from your resume on your thank you/follow-up letter. When mailing, use the same resume quality paper as used for your resume and cover letter.

Each letter you write should be unique and company (graduate school) specific. Include specifics you discussed and confirm your interest in the company/graduate school and in the position/program. (If you are no longer interested, thank the recruiter for the opportunity and politely ask to be removed from consideration). Sample letters are available. If you interviewed with 2-3 individuals, it is appropriate for you to send a thank you letter to each person. Try to personalize each letter by writing about a discussion that you had with that individual during the interview. If you interview with a larger group, there is usually one person who serves as the interview leader (often your main contact). Direct your letter to this person and extend thanks to all who participated in the interview.

TIPS FOR THANK YOU LETTERS:

First Paragraph:

- Reaffirm the relationship, tell them how you know them, give a key phrase to jog their memory of how they know you.

Second Paragraph:

- Refer to something specific you know about the company through the interview.
- What can you do for them? If there is a specific opportunity that is a good fit for you, indicate this and explain how you can contribute in this role with the company.

Third Paragraph:

- Tell or ask what the next step is.