

Thank You Notes



Student Employment Services
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THANK YOU NOTES

- 22% of employers are less likely to hire a candidate who does not send a thank you and 91% like being thanked.
- Demonstrates follow through, professional courtesy and written communication skills.
- Reaffirms your interest in the position.
- Strengthens your relationship with the employer.
- Creates an opportunity to introduce information that wasn't brought up in the interview.

Thank you notes should also be sent for informational interviews, job shadows and any other career development opportunities where you interact with employers, alumni, etc.

THANK YOU NOTE ETIQUETTE

- **Ask for a business card** from the person(s) who interviewed you so you have their contact information.
- Send a thank you note within **24 hours**.
- You may email your thank you note or print it on business stationary and send it via USPS.
- **Avoid "text-speak"** when composing your thank you note: thx, r, u, thru, etc.
- Check for grammatical errors by **proofreading**.

THANK YOU NOTE LAYOUT

Introductory paragraph

- Thank the employer for meeting with you.
- Express your enthusiasm for the position/organization/experience.

Middle paragraph

- After an interview, re-emphasize your strongest qualifications by drawing attention to your skills, experience, or commitment to the position/organization.
- After an informational interview, recall something you learned or gained.
- Mention something specific you discussed with the individual. This personalizes you.

Concluding paragraph

- Thank the employer for meeting with you.
- Express your enthusiasm for the position/organization/experience.
- Indicate which day you interviewed with the individual – they see many applicants.
- Indicate the position you applied for – recruiters recruit for more than one position.
- Provide your phone number and email address.

Email Business Format – Thank you Sample

#1

Subject: Thank You – Sales Management Trainee Interview – May 13

Dear Ms. Lis:

Thank you for the opportunity to interview for the Sales Management Trainee position with Enterprise Rent-A-Car on Monday, May 13, at Baker College. Learning more about the position and company solidified my interest in becoming a part of the Enterprise team.

Knowing that Enterprise is ranked by Fortune magazine as “Top Five Best Real World Experiences in the US” is what initially drew me to your company. My interest in the company increased when I learned of your personal experience at Enterprise – it is great to hear about a company that invests in quality employees, such as you, and promotes talent from within. I am confident my experience as the executive director of a student-run non-profit organization would assist me as I learn to run my own Enterprise branch. My ability to build rapport with customers using active listening and assertive communication will be a great benefit to the company when building a client base that guarantees return business.

I truly look forward to hearing from you about the opportunity to become a part of the Enterprise Rent-A-Car Team. Should you have additional questions in the meantime, please feel free to contact me at (269) 123-1234 or tacevedo@gmail.com. Thank you again for meeting with me and sharing your Enterprise story.

Sincerely,

Taliah R. Acevedo

Mail Business Format – Thank you Sample #2

1234 Westnedge Ave. Kalamazoo, MI 49001

Monday, June 3, 2018

Ms. Devin Blake, Senior University Recruiter Stryker Corporation
1234 Airview Blvd.
Kalamazoo, MI 49002

Dear Ms. Blake:

Thank you for the opportunity to interview for the human resources internship last Friday on Western's campus. I enjoyed our conversation and learning more about Stryker. In particular, I was excited about the way that Stryker capitalizes on their employees' strengths. I was also impressed with the number of WMU alumni employed there, including you!

After learning more about the internship and the corporation specifically, I am confident that my education and work experience is an excellent fit for the requirements we discussed. My ability to effectively work in teams, and develop and maintain positive and professional relationships with others, has been proven in my previous experiences. My interest in working for Stryker was strengthened as a result of the interview and I know I can make a significant contribution to your company.

Again, thank you for the interview and consideration. I am eager to have an opportunity to join the staff at Stryker Corporation. You can reach me at dbarrett@yahoo.com or 269-459-3333 and I look forward to hearing from you soon.

Sincerely,

Deymien Barrett

IMPORTANCE OF GRAMMAR

Grammar is the foundation for communication. The better your grammar, the clearer your message. Of course we all make mistakes, but take extra precaution with your professional documents because with such intense competition in the job market, you don't want to give hiring managers any reason to disqualify you for the position.

TIPS FOR GRAMMAR

- **Spell check** – Be aware, spellcheck does not catch everything. For example, **to** has a different meaning than **too**.
- **No text language** – Always spell out your words. Casual language can give an employer the idea that you are not to be taken seriously. Avoid LOLs and emoticons... **always**.
- **No contractions** – Contractions are words that use apostrophes to replace letters. These sound more informal than you want to use in formal letters. For example, write (and speak) I am instead of I'm.
- **Read it aloud** – It is often easier to catch mistakes when we read something out loud, even if it feels silly! Try reading to yourself or having a friend read it aloud for you.
- **Know the rules** – When in doubt, look it up! A good rule of thumb is that commas go where you would naturally take a pause in your sentence.

REMEMBER: IT'S ALL IN THE DETAILS

- This is someone's first impression of you. If you claim to be "detail-oriented" or say that you have "excellent communication" skills, mistakes on your professional documents invalidate these claims as well as potentially the rest of your qualifications.
- If you failed to take the time to proofread and correct your professional documents for your application, you may not appear to respect or value a position with them.
- Your professional documents represent your written communication skills. If their sample size of your written communication is one and you have a few errors in it or it does not flow well, a recruiter may assume you do not possess this skill.