



## **Thank You Letters and Other Correspondence**

Knowing how to write professional thank you letters and other types of correspondence such as acceptance and withdrawal letters is essential for every job seeker. The guidelines below focus on thank you letters, but you will find examples of all three types of correspondence on the back.

Many candidates overlook the thoughtful step of writing a thank you letter in the job search process. Thank you letters will not necessarily secure you a job, but not sending one will most certainly hurt your chances. A thank you letter should be sent after an interview for a job or an internship and also after an informational interview.

### **Purpose of a thank you letter**

Thank you letters provide an opportunity to reaffirm your interest in the position, restate your skills and experiences that relate to the position, and acknowledge important points you covered, or may have overlooked, in the interview. It is also a chance to show your professionalism and writing skills.

### **General guidelines**

- Send thank you letters within 24-48 hours of the interview.
- Use block business letter format; keep your wording professional.
- Print your thank you letter on high quality paper that matches your resume.
- Make sure there are no typographical errors in your letter.
- If you are interested in further personalizing your thank you, then a plain, formal thank you card is acceptable. Do not handwrite if you have poor handwriting.
- It's acceptable to email thank you, acceptance and withdrawal letters, and you may optionally follow up with a handwritten letter.

### **Parts of a thank you letter**

#### **Introductory paragraph**

- Indicate the date and location of the interview.
- Restate the position for which you interviewed.
- Mention a point of interest from your conversation.

#### **Body paragraph(s)**

- Review your strongest qualifications.
- Use specific examples to demonstrate skills and qualifications you possess that are relevant to something discussed in the interview.

#### **Concluding paragraph**

- Reiterate your continued interest and enthusiasm.
- Convey a sincere appreciation for the interviewer's time and consideration.
- State your interest in the results of the selection process.
- Include your phone number (with area code) and your email address.

### **After accepting a position**

Once you've secured a position, you should send thank you letters to the people who served as your references informing them of your successful job search!

## SAMPLE THANK YOU LETTER

122 Sports Drive, Apt. 301  
Bloomington, IN 47408

April 22, 2008

Ms. Sheila Burnett  
Director, Human Resources  
Ads4You  
2 Billboard Way  
New York, NY 10022

Dear Ms. Burnett:

Thank you for interviewing me for the Account Planner position yesterday at the Indiana University Career Development Center. It was a pleasure to meet you, and I was excited to learn more about this opportunity and your comprehensive training program.

During our interview we discussed your training program. I am excited by its learning objectives and the possibility of joining and contributing to such a committed and visionary team. My internship last summer conducting psychographic research for Nationwide Advertising, Inc. has provided me with a strong foundation to contribute to the success of your company.

I am exceptionally interested in this opportunity and I look forward to hearing from you. Do not hesitate to contact me at (812) 555-4321 or [jbjones@indiana.edu](mailto:jbjones@indiana.edu) if I can answer additional questions you may have. Thank you for your time and consideration.

Sincerely,

*Jordan Jones*  
Jordan Jones

## SAMPLE WITHDRAWAL LETTER

1212 Hertz Avenue  
Bloomington, IN 47409

April 30, 2008

Ms. Cheryl Keane  
Fundraising Director  
Health Bound  
615 Greenwood Drive  
Indianapolis, IN 46208

Dear Ms. Keane:

Thank you for offering me the position of Assistant Fundraising Director with Health Bound. The offer was quite intriguing and I had many factors to consider in reaching my decision.

Several aspects of the position appealed to me; however, I must decline your offer at this time. I have decided to accept employment with another organization. The decision was difficult to make.

I appreciate the time and effort you have devoted to my candidacy. Thank you for your consideration, and I wish your company continued success in the future.

Sincerely,

*Ann Miller*  
Ann Miller

## SAMPLE ACCEPTANCE LETTER

5431 S. Trail Ridge Way  
Bloomington, IN 47408

April 30, 2008

Ms. Alana Kamalei  
Principal  
Tempo Design  
44255 Fremont Blvd.  
Fremont, CA 94538

Dear Ms. Kamalei:

I am very pleased to accept the position as Graphic Designer in your firm, and I look forward to working with you and your staff beginning next month. The position sounds challenging and interesting, and I will do my very best to be a valuable staff member.

As you mentioned, I will begin work on May 10th and will bring all of the documents needed to complete the paperwork. We agreed that my starting salary will be \$35,000, which includes the company's benefits package. If there is anything else that you need from me, please call me at 812-555-8877 or email me at [ddgreenberg@indiana.edu](mailto:ddgreenberg@indiana.edu).

Thank you for this wonderful opportunity, and I will see you soon.

Sincerely,

*David Greenberg*  
David Greenberg