

# Thank You and Follow-Up Letters

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## Thank You Letter

A thank you letter is a professional letter sent to anyone who has assisted you in a job search, career exploration or career development. The most common thank you letter is a letter sent to a prospective employer after an interview. However, a thank you letter should be sent after any type of professional meeting, including informational interviews.

A thank you letter is important because it showcases professionalism. It is just one extra step you can do to show an employer or professional contact your continued interest and your ability to follow-up and follow through. Additionally, many candidates will never send a thank you letter, so it's an easy and immediate way to make a positive and memorable impression.

A thank you letter should be sent within 48 hours of the meeting. The standard format for a thank you letter is a professional business letter. However, sometimes it can be appropriate to send a more personal thank you letter such as a handwritten thank you note (as long as it's not penned on "cutesy" stationary!).

Generally, the following information can be addressed in a thank you letter:

- Express your appreciation for the interview.
- Remind the potential employer of your qualifications.
- Indicate your continued interest in the organization and the position.
- It can also be your opportunity to mention new information not discussed in the interview.
- Confirm a follow-up date.

## Follow-up Letter

A follow-up letter is typically sent after some time has elapsed since your last contact with a potential employer or networking source.

For a potential employer, a follow-up letter can be used to express your continued interest in the company and in the position, remind the prospective employer of your qualifications and inquire about the status of the search. It can also be used to discuss ideas you have developed since your interview and approaches you might take if you were offered the position.

For a networking source, a follow-up letter is a tool to get your job search in gear. For example, a follow-up letter can be sent to a professor, supervisor or someone you have done an informational interview in the past, and might not have had contact with in some time. The follow-up letter is a good tool to reacquaint yourself with that person, letting he or she know what you have been doing, what you are currently seeking in a job search, and how he or she might be able to assist you (e.g., through a reference, another informational interview, et cetera).