



Business Planning Guide

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THANK YOU AND FOLLOW-UP LETTERS

There are other letters you may use in your job or internship search to maintain contact and reiterate interest in an organization or position. The two primary types are thank you letters and follow-up letters. As few people send them anymore, doing so will really help you stand out from the crowd. Not doing so may make people reluctant to help you in the future.

Thank-You Letter

After an interview, plan to send a thank you letter to each person who participated, personalizing the letter to mention specific topics that were discussed. Reiterate your interest in the position, briefly and concisely discuss specific aspects of the company or position that appeal to you, and thank them for the chance to interview. Thank you letters should be sent as soon as possible after your interview, preferably within 24-48 hours. The letter is typically emailed, although employers in some organizations still like to receive a handwritten note.

Thank you letters should also be sent after informational interviews to show appreciation and solidify future networking relationships. Sending periodic update emails to networking connections and references is highly recommended to maintain and nurture those connections.

Sample Email Thank-You Letter for Interview

Subject line: Thank you—assistant account executive interview

Dear Mr./Ms. Last Name,

It was very enjoyable to speak with you today about the assistant account executive position at the Smith Agency. The job seems to be an excellent match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness, and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,

Your Name

Address

Phone Number

Email Address

Follow-up Letter

Follow-up letters can be used after a networking opportunity such as a phone conversation with a potential employer, a networking event, or other conversation with a person who is indicating an interest and ability to assist you in your job or internship search. These letters give you the opportunity to reiterate your interest, highlight specific related skills and experiences, and most importantly, remind your contact about your conversation. Follow-up letters can be especially helpful when sent with your resume to recruiters after a career fair due to the high volume of students they meet.

Follow-up letters can also be sent to an employer after you have applied for a job. If you do not receive a response to your internship or job application within a reasonable amount of time (two weeks to one month, depending upon the position), it may help to follow up by email. A follow-up letter should inquire about the status of your application, offer to provide additional information on your qualifications, and reaffirm your interest in the position and the organization.

Sample Networking Follow-up Letter

Dear Ms. Collins,

I want to thank you for taking time to speak with me on April 15th about your career in corporate finance at ABC Corporation and sharing the knowledge of the field you've gained along the way. Your advice on work experiences and specific areas of study that most benefited you in building your career has helped direct my summer internship plans to those areas where I need further development.

I found your insights into future industry trends to be most interesting and have begun to research the articles and publications you recommended. Also, per your suggestion, I have arranged an informational interview with your colleague, Marty Simonson, and will be meeting him next week. Thank you again for that connection and I will follow up with you afterwards to let you know of the outcome. I look forward to seeing you again.

Best Regards,

Ryan Brady

Address

Phone

Email

Sample Job Application Follow-up Letter

Subject line of email message: Programmer position – Jane Doe application

Dear Mr. Jones:

Earlier this month, I submitted a resume for the programmer position that XYZ Company posted on its website.

I am very interested in working at XYZ Company and I believe my skills, especially my C++ experience at ABD Company, would be an ideal match for this position.

If necessary, I would be glad to resend my resume or to provide any further information you might need regarding my candidacy. I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Your Name

Address

Phone Number

Email Address