

THANK YOU NOTES

Thank you notes play an important role in your job search. An effective thank you note can keep you fresh in the employer's mind, remind the employer of your unique qualifications for a position and will allow you to mention any additional information relevant to the position that you were either unable to communicate during the interview or wish to reiterate.

You may also wish to mention that you enjoyed a particular piece of your conversation with the interviewer. It is essential that you convey an enthusiastic attitude about the prospect of joining the firm/organization.

If you interviewed with more than one person, you may send each interviewer a thank you note. If you prefer to send just one thank you note, send it to the individual with whom you spent the most time or who coordinated your other interviews. Be sure to include in your thank you note that you would like that individual to extend your thanks to the other interviewers and be sure to list their names in your note.

Finally, if you were asked to submit additional materials in support of your candidacy or you would like to, you may enclose that information with your thank you note.

- ❖ Thank you notes are formal documents and should be laser printed, (single spaced) on quality bond paper.
- ❖ Spelling errors are unacceptable.
- ❖ Don't forget to sign your thank you notes!

SAMPLE THANK YOU NOTES

Sample 1:

Return Address (does not include name)

Date

Name

Employer

Street Address

City, State, Zip

Dear:

Thank you for the time you spent with me in New York last Thursday.

I found the interview and tour of your offices most informative and exciting. You provided me with much greater insight into the firm and reinforced my desire to become associated with Gibson, Keefe & O'Donnell. Based on our discussion regarding my strong interest and recent experience in the area of insurance defense, I am certain I can make a positive contribution to the firm.

If you need any additional information to assist you in the decision-making process, please let me know. I look forward to hearing from you soon.

Thank you again for your consideration.

Sincerely,

Name

Sample 2:

Return Address (does not include name)

Date

Name

Employer

Street Address

City, State, Zip

Dear:

Thank you for taking the time to talk with me on Friday, January 6, 1998. I enjoyed meeting with you to discuss the summer law clerk position available with your firm.

I am very enthusiastic about the summer position because of my strong interest in international law. I believe that your firm would provide me with valuable knowledge and experience as a law clerk. I especially enjoyed discussing international trade issues with you and how they relate to your practice.

If I may provide you with any additional information, please do not hesitate to contact me. I look forward to hearing from you soon.

Sincerely,

Name