



**THANK
YOU
LETTERS/EMAIL**

GUIDE TO PROFESSIONAL CORRESPONDENCE

Office of Career Services
Indian Institute of Technology Hyderabad

Thank you letters are an important part of the job or project search process. You should always send a thank you note on a professional note card or a thank you email after you have interviewed with an employer or an appointment after the discussion of a project with a client. Whether the interview/discussion is over the phone, Skype, or in person, it is important to follow up with your interviewers to thank them for their time and consideration.

Thank you notes are also a great way to follow up with anyone that gives you advice, information or referrals, as they allow you to continue to develop or maintain a new relationship..

General Thank You Letter Guidelines

Who do you Thank?

- Generally speaking, you should take the time to thank anyone you interact with during your interview and anyone that gives you advice, information and referrals

Tone of the Message

- The tone of your letter should be sincere and express gratitude and continued interest/enthusiasm

Timeliness

- Thank you notes should be sent within 24-hours of the interview

Paper or E-mail?!

- There really isn't a hard and fast rule, though some argue that hand-written thank you notes are more impactful because they are not easily deleted or skipped over like an e-mail message. That being said, there are a few things to consider when making your decision:
- The company's timeline If you know the company is hoping to move forward quickly, it might be in your best interest to either drop off your handwritten thank you note or send an email
- The company's mission, vision, and values If the company values sustainability and strives to reduce its carbon footprint, does sending a paper thank you note in an envelope that has to be transported in a mail truck that requires fuel, would that be the best way to express your gratitude?

Key Information to Include

- Remind the employer of the position for which you interviewed
- Thank them for the opportunity and touch upon a few key points you remember from the interview
- When possible, thank them for the specific information they shared with you about the position, the company, and the organizational culture to show that you paid attention and have continued to reflect upon what they shared with you
- Confirm your interest in the position and the organization and highlight parts of the job and/or organization that stand out to you and are of particular interest
- Focus on what you can contribute to the organization and ensure you come across as confident in your abilities
- As you close, be sure to thank the employer again and let them know that you look forward to hearing from them