

THANK-YOU CORRESPONDENCE TIPS

THANK-YOU NOTES/EMAILS

Thank-you notes/emails are an important component of your correspondence during your job search process. They serve as another marketing tool and writing sample. They reflect favorably on you, distinguish you from the majority of candidates who do not send thank-you correspondence, and allow you to reiterate your continued interest in the opportunity. Send the thank-you correspondence no more than **24 hours** after the interview/event.

WHEN SHOULD YOU SEND A THANK-YOU NOTE/EMAIL?

You should send a thank-you correspondence when you are**:

- Interviewed for employment.
- Given an informational interview.
- Given a recommendation to an employer.
- Given a job offer, whether or not you accepted it.
- Given a job referral.
- Given advice.
- Introduced to other attorneys.

** This is not an exhaustive list. When in doubt, send a thank-you correspondence.

TO WHOM SHOULD YOU SEND A THANK-YOU NOTE/EMAIL?

In many cases, you may only have contact with one person in the employer's office. If that is the case, only one thank-you correspondence is needed. However, if you met with many different people in the office, write to each person individually and personalize each note/email because interviewers often share their thank-you correspondence with each other. Address the interviewer(s) as "Mr./Ms. [Last Name]." Do not refer to an interviewer by his/her first name. Make sure to always spell each person's name correctly; it is advisable to collect each person's business card during your interview.

THE FORMAT OF THE THANK-YOU NOTE/EMAIL

While there are no rules as there are with cover letters, there is nonetheless certain information that should find its way into your thank-you notes/e-mails.

- First, you should thank the person for taking the time out to meet with you.
- Next, you should reaffirm your interest in the employer by writing about any issue or topic that was discussed or occurred during the interview.
- Do not forget to include any materials you promised during the interview, such as transcripts or reference letters.
- Offer another word of appreciation and reiterate your enthusiasm in the employer. If you keep it sincere, it will be appreciated.

GENERAL TIPS

- Because being genuine is so important, please do not use the sample thank-you correspondences as your own.
- If you are emailing the thank-you letter or writing in a note card, a date and address block are not necessary.
- Always look for ways to contribute in a relationship and mention them in the correspondence.
- You may want to Google or set a Google alert for the attorney and his/her firm to get additional information that you could include in the correspondence.
- In a thank-you note/email you write to someone whom you met at a networking event, you may want to add an invitation to participate in an informational interview.