Thank-You Letters (Section 13)

Thank You: The two most important words! Score points with courteous, professional, or personal thank you letters. Thank you letters are a nice thought following any occasion. They can be used for the following purposes:

* Demonstrate/reiterate your interest in a project, product, or position.
* Thank someone for assistance or contribution.
* Make or reinforce a good impression.
* Promote opportunities for further collaboration.
* Form or strengthen positive business and personal relationships.
* Acknowledge receipt of a resume, invitation, report, or other important documents.

**8 Thank You Letter Tips:**

* 1. Write clearly and concisely; this is no time to be longwinded or flowery.
	2. Be sincere – most people can sense when you are not being honest.
	3. Stick to the point.
	4. Write the thank you letter as soon as possible after the event (for a job interview, this should be within *24 hours* of the interview). However, do not thank the person beforehand (for example, “Thanking you in advance for your help in this matter”). To do so is presumptuous and suggests you are unwilling to write a follow-up letter.
	5. Use quality paper. Handwrite personal letters, and use customized letterhead for business correspondence. E-mail may also be appropriate in less formal situations, especially if the addressee expresses a preference for it or if time constraints require it. (Not for the senior project, however!)
	6. Proofread the letter before sending it: grammatical errors and typos are sloppy and unprofessional.
	7. Be specific and include details from the event. Make your letter stand out (do not send a generic letter that could be to or from anyone).
	8. Address your letter to a specific person, if possible, not just the company or organization in general.

**Thank You Letter Statistics**

* In a 2001 survey by the Emily Post Institute, 70 percent of the respondents said e-mailing thank-you notes was appropriate, especially to acknowledge a small gift or gesture.
* Even if they are seldom executed, thank you notes still are expected in other arenas. A survey in August 2005 by CareerBuilder.com found that:
* Nearly 15 percent of hiring managers would reject a job candidate who neglected to send a thank you letter after the interview.
* 32 percent said they would still consider the thankless prospect but that their opinion of him or her would diminish.
* Nearly a quarter (23 percent) of managers prefer a handwritten thank you.
* 21 percent seek a typed hard copy.
* 19 percent want e-mailed appreciation letters followed up with a snail-mailed letter.

Sample Thank-You Letter

Date

John Doe

Address

Carson City, NV 89701

Mark Curtis

Creative Director

549 Court Street

Reno, NV 89505

Dear Mark Curtis:

I am writing to thank you for the time you took to help me with my senior project. Through my interview with you, I began to understand the difference between advertising and public relations, and I realized the competitiveness that comes with the territory of both these professions. Thanks to your interesting information and intriguing quotes I received an A on my research paper. The first part of my senior project was a success due to my meeting with you. Thank you for taking time out of your busy schedule; I really appreciated it.

SAMPLE

Not only do I want to thank you for the information that you gave to me, but I also would like to thank you for everything you have done for the One Region Committee. I know that you have played an extremely important role in One Region’s success. Please know that your efforts have not gone unnoticed; you have done a tremendous job, especially since it is all volunteer work. Since our last meeting, I too continue to be involved with the One Region Committee. Currently, I am working on organizing a meeting to discuss the One Region Summit, which is to be held on June 14, 2001, at Lake Tahoe. I am working hard and will conclude my project shortly. Thanks again for all your help.

Sincerely,

John Doe