

Writing an Immediate Thank You

Purpose

- Expresses appreciation for an opportunity.
- Illustrates that you have specific memories of the conversation.
- Connects what you've learned to potential future action.
- Demonstrates that you can follow business etiquette.

Standards

Informational Interview: always send a thank you note

Interview: send a separate thank you note to each person or group you interview with.

Career Fairs, Information Sessions and Events: not required; send selectively when you've made an individual connection and would like to make a lasting impression

- Send by email the same day. This will make an impression without delay.
- Send a handwritten note by mail. It will arrive later, but be more personal and distinctive.

Structure

- Starts and ends with a respectful greeting and closing.
- Directly expresses thanks.
- Includes details from the conversation.
- 5-10 sentences is an appropriate length.

Practice

Thanking Again with a Status Update

Purpose

- Demonstrate to the reader that you're putting in continuous effort and making progress.
- Reinforce that the readers' time was well-invested in you and has had a lasting impact.
- Earn credibility as someone who works hard, can manage a project with resilience, and sustain relationships over time.
- Generate trust and rapport so that a future request is received positively.

Standards

- Provides details about what has happened or changed since last communication.
- Most effective when it specifically relates to advice or expertise that the reader provided.
- Should include a combination of successes, works-in-progress, and challenges.
- Does not generally include questions or requests.

Structure

- Starts and ends with a respectful greeting and closing.
- Longer than a thank you note.
- Can be very flexible based on your style and alignment with FOR.

Practice