



EXPLORE
EXPERIENCE
EXECUTE

CAREER

Quick Tips

Thank-You Letters

Want to stand out in your job search? Follow up after an interview or informational interview with a well-written thank-you letter that sets you apart from the competition!

Each thank-you letter is a unique document, written specifically for that employer. In most business environments, a typed letter is best. See the example on the next page.

Timing is everything. Send the letter as soon as you can after the interview. If possible, collect business cards for name and address information. You can also look for contact information on the organization's web site or on LinkedIn.

Format a business letter that is conversational and clear.

- Use the same header you used on your cover letter and resume.
- Thank them for their time and consideration.
- Recount some of the information they shared that you found helpful or interesting.
- Restate your interest in the position.
- Highlight your qualifications for the position.
- Invite them to contact you for further information and clarification.
- Offer to send references if they don't already have them.

Career experts say a manager needs to **see your name 5 times** before they will hire you. The thank-you letter is a great way to gain further consideration from potential employers.

What if, after interviewing, you don't want that job?

Write a thank-you letter anyway. Express your interest and intention to look for other opportunities in that organization that might be a better fit.

What about Informational Interviews?

Thank your contact for their time, information and advice. Ask if you can stay in touch. Networking is about building lasting professional connections.

Still have questions?

Contact Career Services for help!

Follow Us!



MSUDenverCareerServices



@MetroCareerServ



Group: MSU Denver Career Services

Tivoli 215
303-556-3664
MSUDenver.edu/career



Margareta Pastel

PO Box 00000
Denver, CO 80221

mpastel@msudenver.edu
303-000-0000

Ms. Sarah Lee
Marketing Director
International Foods
4228 Sweet Avenue #403
Denver, CO 80225

October 15, 2013

Dear Ms. Lee,

It was very enjoyable to speak with you about the marketing coordinator position at International Foods. The position, as you presented it, seems to be a very good match with my experience and background. I appreciate how generous you were with your time and information. I now have a more comprehensive understanding of the scope of the position and how it fits within the larger organization.

We seemed to be in agreement that initiative, creativity and a results orientation are the keys to success in marketing, especially in a coordinating capacity. The examples you gave of successful employees within International Foods also included knowledge of the organization's products and the ability to work both independently and in a team. While I interned at Beatrice Foods, I enjoyed working with the marketing team on a new rollout as well as researching the competition in order to differentiate ourselves in the market.

You indicated that the marketing coordinator position is a newly created one. As a high energy level person with proven experience, I would relish the opportunity to develop the position description while supporting the outstanding work of your marketing department. I already have a few ideas that I think compliment some of the ideas you shared about involving cross-functional teams.

I'd love to be part of the International Foods organization and contribute all that I can to the new marketing coordinator position. Again, I thank you for your time and consideration and look forward to your call. Please don't hesitate to contact me if you need further information or clarification about me.

Sincerely,

Margareta Pastel