



## Writing “Thank You” Letters (or Emails)

These days, we rarely send formatted letters (even as email attachments) thanking our contacts and interviewers for their time. That being said, sending a note to say “Thank you for helping me with my job search” is still deeply important to networking, interviewing, and achieving your dream job! To check this box, most people send “Thank You” emails.

Send “Thank You” emails within 24 to 48 hours to the following people along your job search journey:

- Your networking contact following an informational interview
- Recruiters who speak with you at career fairs and events
- Your interviewer following an interview
- Your prospective employer when you are offered a job

For help writing these “Thank You” emails, consider the following samples:

### **Sample email to a contact**

Dear Ms. Jackson,

Thank you so much for taking the time to talk with me about my job search. Your advice was helpful and appreciated. As you suggested, I am in the process of contacting Ms. Davis at Parkland Memorial Hospital. I am also investigating the post-master’s fellowship at Family Service and Guidance Center. The Eating Disorders Program at St. David’s sounds very interesting. I have enclosed a copy of my resume. Please keep me in mind should you think of other ideas or hear of any job openings. Thank you again for your help.

Sincerely,  
Jane Andrews

### **Sample email to a recruiter**

Dear Mrs. Nguyen,

I would like to thank you for taking time to speak with me this past Wednesday at the Non-Profit career fair. After speaking with you and learning more about Texas Agency on Family Violence, I feel strongly that my background in working with children and families, and my research on domestic violence issues would be a great fit for your agency. Once again thank you for your consideration, and I look forward to the possibility of hearing from you soon.

Sincerely,  
Mary Baker



### **Sample email to an interviewer**

Dear Mrs. Perez,

I would like to thank both you and Ms. Fox for taking time to meet with me this past Wednesday to discuss the MSSW field placement position. I really enjoyed learning more about the Johnson Center and the many services it provides to the community. After speaking with you and learning more about your agency, I feel strongly that my experiences in working with older adults and their families, planning with an interdisciplinary team, and coordinating special services offers the leadership qualities you are seeking from an MSSW intern.

Enclosed you will find a list of my references as well as the report I wrote on long-term care alternatives that you requested. Please feel free to contact me if you have any further questions. I look forward to hearing from you soon. Again, thank you for your time and consideration.

Sincerely,  
John Longhorn

### **Sample email to accept a job**

Dear Mr. Jones,

I am writing to formally accept your job offer and to tell you once again how pleased I am to be joining the staff of Any Baby Can. After learning more about the organization and its mission and goals, I am excited about being able to contribute. Per our conversation of June 13, I am accepting the Clinical Coordinator position you have offered me at Any Baby Can.

I understand that my responsibilities will entail the supervision and direct oversight of a core services team of five case workers at an annual salary of \$35,000. As we have agreed, my LCSW supervision will be provided by Any Baby Can, and I will begin work on August 15. I look forward to receiving the contract and job description. The contract will be returned promptly. During the week of August 1-8, I will be moving to Austin, Texas, but you may reach me at my cell phone number, (215) 456-5555. Again, thank you for this opportunity.

Sincerely,  
Anna Garcia