

Your Address
City, State Zip
Date

Contact's Name
Title
Organization
Address
City, State Zip

Dear (Contact Name):

Paragraph 1:

In your introduction, express your appreciation for the time the person spent with you. Mention the time and place where you spoke with the individual in all thank you letters except the reference thank you letter.

For each situation, there are many differences in how you approach this paragraph:

- Informational Interviews – Reiterate your appreciation for the interviewee's insight or knowledge of the discussed situation (i.e. company or field).
- References – You may have a professional relationship with this individual and want to thank him/her for their continued support of your job search.
- Career Fair – Reiterate your interest in the job/program and your enthusiasm to join the organization.
- Networking – Thank the individual for inviting you to join their professional network or referring you to a network that is of interest to you.
- Interview – Reiterate your interest in the job/program and your enthusiasm to join the organization.

Paragraph 2:

In your message, reiterate certain points discussed with the contact person, as appropriate. Mention any important items you may have omitted. Also, add any remaining questions you may have, and expand upon aspects of things mentioned during the discussion.

- Informational Interviews – This is where you mention that you have scheduled an appointment with a contact the interviewee provided you, where you can ask for clarification on a topic that was discussed, or where you summarize a couple of key points that were mentioned that really stuck with you.
- References – Help your reference draw connections by expressing your desire for the position/program for which you have applied, and highlight some of your strengths and how they fit the opportunity.
- Career Fair – State your desire to work for the organization, and highlight a couple of key strengths that are relevant to the company or the position.
- Networking – Highlight continued interest in the the network's career field, and highlight your willingness to join as an active network member (what you will contribute and whether others can contact you).
- Interview - State your desire to work for the organization, and highlight a couple of key strengths that are relevant to the company or the position.

Paragraph 3:

In your conclusion, indicate what you will do next, based on the conversation. Be sure to include a phone number where you can be reached.

- Informational Interviews – If you intend to stay in contact with the individual, mention that here and express the purpose of staying in touch. The interviewee may have offered additional assistance such as a resume critique. Mention your appreciation of this offer and forward your resume.
- References – You want to stay in contact with references, so make sure to tell them that in paragraph three. Also mention that you will send updates on your progress during the application process.
- Career Fair – You only had a brief encounter or mini-interview with the contact, so conclude your thank you letter with a request for an interview, or reiterate your interest in the position and company.
- Networking – Thank the individual again for his/her assistance, and let him/her know you will stay in touch by providing updates on your career progress.
- Interview – Re-emphasize a skill or strength, express your interest in the position, and provide contact information should the interviewer have any follow-up questions.

Sincerely,
(Your handwritten signature)
Your name typed

NOTE: When writing a thank you letter, it should be only ONE PAGE.