

Career Planning & Placement Center

Thank You Letter Examples

Thanking contacts is an important part of your job seeking process. You should send thank you notes following any [networking event](#), [informational interview](#) or [job interview](#). Make sure to send one to each person who spent time with you.

Quick Tips:

- Be prompt. Send within 24 to 48 hours of your interview/meeting.
- Make sure your notes are free of spelling and grammar errors.
- Customize your letter to reflect the unique interaction between you and your contact.
- Thank you letters may be a typed or neatly hand-written card, or an email.

Example:

Dear Mr. Jones:

Thank you for meeting with me on September 13th regarding the Sales Representative opening. I enjoyed learning more about XYZ's plans to grow and expand. I appreciated the position details you provided as well.

I would also like to reiterate my excitement about the Sales Representative position. I am confident my experience and education have prepared me to be a valuable addition to your team.

Thank you again and I look forward to talking with you next week.

Sincerely,

Name

Phone Number

If you have questions or need assistance, please contact your [Career Planning and Placement staff](#).

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