Tips for Writing Thank You Notes

Thank You Guidelines:

A handwritten or email thank you note is an expression of appreciation. It is your personalized acknowledgement of the time and effort the interviewer has given to you. If you choose to write an email and a handwritten note, be sure that the content is different in each note.

The rule is to make sure you send a thank you note after every shadow day and informational interview. Once you have left the interview or location, take sometime to make a few notes about the experience. This will help you remember some key points about the interview and help you to customize each thank you note to the individual. The thank you note should be sent within two days after the event.

Thank You Note should include:

- At least one paragraph of three or more sentences
- Expression of gratitude to the mentor
- Answer any unanswered questions
- Highlight a key point of your conversation
- Reaffirm your enthusiasm and appreciation for this opportunity
- Proofread. Check for spelling and punctuation errors
- Close with Sincerely, your full name