

Thank You Card Packet

Basic Rules

- Each person involved in your interview or meeting should receive an individual thank you
- Make sure it is written legibly and error free
- Email will be received instantly but a mailed card may take up to three days to arrive, plan accordingly
- Most thank you notes or emails are 3-6 sentences in length but vary
- Make it personal but professional so they will connect your note to your interview or meeting
- Summarize or re-emphasize your key selling points
- Include your sincere interest in the position or company
- Don't forget formalities like please and thank you
- Avoid any content or attitude that could be seen as entitled or arrogant

Emailed Thank Yous

- Email is preferred if the recruiter is traveling because they won't be at the office to check postal mail
- If job offers will be made to candidates shortly after the interview, email thank yous will reach them faster
- Formal letter format and etiquette is still expected in an email
- Optional: use an email signature that includes name, degree, graduation date and contact information
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Hand written Thank Yous

- Handwritten notes may have a more personal touch
- Make sure your handwriting is easy to read and professional

Thank You Cards Aren't Just for Interviews:

- Recruiters from a career fair or campus event
- Employers who hosted an info session
- References
- Mentors
- Guest speakers
- Professors
- Club or Organization Advisors
- Faculty
- Campus resources and staff

Campus Resources:

- 4 free cards per day in 360 Union and 213 Life Sciences East
- Ask a Career Consultant for proof reading or editing help

Oklahoma State University

cascareers.okstate.edu

andrea.skimbo@okstate.edu

www.hireOSUgrads.com

Send

To: recruiter@company.com

Subject: Thank you for the interview

Dear Mr. Recruiter,

I wanted to reach out to you to let you know I had a great experience during my on-campus interview with you yesterday. As I learned more about your company it was easy to see how my career goals align with opportunities working in pharmaceuticals. I am very interested in working with your company after graduation so I can start putting my chemistry and laboratory skills to work. My background working with unique compounds and my interest in exploring medical applications for new formulas will be a great asset to your drug company and I would love to join your team. Your drug research sounds like a get fit for my interests and education. Thank you again for your time during my interview and I hope I have made just as strong of an impression with you as you did on me.

Sincerely,

Pistol Pete

Oklahoma State University, Class of 2017
Bachelor of Science in Chemistry
(405) 234-5678
pistol.pete@okstate.edu

Send

To: recruiter@company.com

Subject: Thank you for the interview

Dear Mr. Recruiter,

Thank you for my recent interview for the actuary internship. I am excited about the opportunity to apply my math skills to real life projects and learn more about the work an actuary completes. I believe my coursework has prepared me well to begin contributing to some of the work you described in the insurance industry. I am confident my education at OSU would complement actuary assignments and I know I would learn a great deal during the summer with your company. I also valued the opportunity to tour your office and meet the members of your staff, I feel I could be a great fit for your team. Please consider me a very interested and prepared intern who is willing to work hard for the summer.

Sincerely,

Pistol Pete

Oklahoma State University, Class of 2018
Bachelor of Science in Mathematics
(405) 234-5678
pistol.pete@okstate.edu

Thank you

Dear Mr. Recruiter,

I enjoyed meeting you at the OSU Career Fair this week. The information you shared about the outreach the Dept. Of Child Welfare does inspired me to be an applicant for your summer program. My experience working with the children's program at my local YMCA has made me a great fit for your position and I am looking forward to the opportunity to discuss it more with you at an on campus interview. Thank you for taking the time to visit my campus.

Signed,

Pistol Pete

Oklahoma State University

Dear Mr. Recruiter,

Thank you for the opportunity to interview with you for the Project Manager position with your company. My coursework in Strategic Communications has a lot of connections to some of the projects you described and I am eager to start applying some of the concepts I learned in class to real life work. My skills in communication and team work from my involvement with Association for Women in Communications will also be a great asset to your company. Thank you again for considering me as a candidate.

Signed,

Pistol Pete