

THANK YOU NOTES

Send thank you notes to each of your interviewers within 24 hours of the interview.

Do your best to personalize each thank you note with a topic discussed in your meeting with that person. Typically, these letters will end up in one central file with your resume, evaluations and other information concerning your candidacy. You do not want them to be identical!

It is perfectly acceptable to email thank you notes rather than mail them, with the exception of judges. Most judges do not accept emails from applicants, so send them a hand written note instead.

Formatting tips:

Thank you notes, even if sent by email, should be formal in tone and format, and free from spelling errors or typos. Moreover, your email should never include a tagline with a quote or anything similarly unprofessional.

Example:

Dear Mr. Roberts:

Thank you so much for taking time out of your busy schedule to meet with me yesterday afternoon. I thoroughly enjoyed my visit to the Federal Trade Commission's offices. I particularly appreciated getting your perspective on the pending EU investigation of Google, and learning more about the antitrust enforcement challenges posed by internet companies.

I remain extremely interested in a position as a summer associate with the Commission. Should you require any additional information to assist you as you consider my candidacy, please do not hesitate to contact me at (410) 443-1234 or via email at alex.vause@ubalt.edu.

Thank you once again for your time and consideration. I look forward to hearing from you.

Sincerely,

Alex Vause