

Thank You E-mail



The “art” of the thank you note is lost. Even though at some point we are all taught to do it, most people do not. A thank you note doesn’t take much time up and it shows your appreciation for someone on something they have done for you. It also leaves a positive impression of you. Something that will help you in your career (*and school, and life in general.*)

There was a time when sending a business thank you email was considered inappropriate. However, now it is fine to use email as a way of sending a quick thank you.

When writing a thank you e-mail in a professional setting, there are several things to keep in mind:

Subject Line: Make it clear what the email is about. Chances are the person you are writing to receives a lot of emails. For example, “**Thank You for Design Position Interview**”

Use Standard Business Language: Because it is an email you may feel more casual in your writing. DON’T! Still treat it as a professional letter. Open with Dear Mr./Ms./Mrs. _____ and close with a Sincerely, First and Last Name.

Keep It Short: Three to four paragraphs are perfect.

Be Specific: Write about specific things that resonated with you. Make it personal and not cookie cutter.

Good Communication: Your thank you note needs to be an example of your ability to communicate clearly and effectively. Organizing your thoughts into an effective order and utilizing proper punctuation, spelling, and grammar.

Directions:

Please write your email to the appropriate person.

Since you cannot email outside of Romeo addresses, please email me your letter and I will forward it on. Address the Subject Line appropriately to the person you are writing to, (*not to me*) as I will just simply forward the email.

Subject: Thank You from Your First and Last name

Mr./Ms. Last Name, position title
123 Corporate Drive, Suite 304
456 Main Street
Portland, MA 01234

Dear Mr./Ms. Last Name :

Thank you for making the time to meet with me regarding the engineering co-op position at EMC Corporation. My conversation with you and the engineering team has confirmed my interest in the position and EMC.

As we discussed, my previous co-op experience with J&B Brown has allowed me to develop my technical skills in hardware design and increased my time management abilities as I worked on time sensitive projects. I believe that my skills will be a good match for the engineering co-op position.

I would like to be a member of the EMC team because I am passionate about the work you do and welcome an opportunity to bring my thirst for learning and engineering to the organization. I look forward to speaking with you in the near future. Thank you, again, for your interest in my candidacy.

Sincerely,

Your First and Last name

Dear Mr. Richardson;

I really enjoyed meeting you today, and I really appreciated the time you and your staff took to make me feel like a part of the team.

It was a pleasure speaking with you about the direction in which you're hoping to steer the company. I agree that no task should be too big or too small for a project manager to weigh in on.

It was apparent that management and employees alike share an extraordinary and distinct relationship that I am looking forward to being a part of. It is little wonder why the productivity at the office is record breaking! It is exciting to imagine my role within this ecosystem. I've never applied to a position so well primed for me to hit the ground running on day one.

To recap our conversation today, besides basic management skills, I believe I possess a unique perspective from my time overseeing and planning product launches at PRX Inc. I know these insights will be helpful in addressing product feedback quickly and effectively for you and the rest of the team.

In close, Mr. Richardson, I knew YBU Incorporated was the type of company at which I could excel, but it wasn't until this morning that I truly understood how wonderful it would be to utilize my skills in such a thriving environment. I am certain I have found my career home-base!

Sir; should you have any further questions you may reach me by phone or e-mail at your convenience.

I hope to hear from you soon.

Sincerely,

Your Signature
Date