**Thank You Note Templates/Examples**

**Preferred Format**

1. **Handwritten and mailed USPS**
2. **Typed, hand signed, and mailed USPS (Hand write address on envelope)**
3. **E-mail**

**On-campus interview after the Career Fair**

Dear Mr. or Ms. [Interviewer’s last name],

I am writing to thank you very much for interviewing me after the Michigan Tech Fall Career Fair. I really appreciate your time, and it was a pleasure to meet you.

I especially enjoyed talking to you about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (2 or 3 things you spoke about)

I’m really excited about the possibility of working for [Company Name], and I’m ready to work hard and exceed your expectations.

Again, thank you for your generous time in meeting with me. I look forward to speaking with you again soon.

Sincerely,

Your Name

**On-site interview with the company:** Send to everyone you met with, individually, or to the interview lead if you interviewed with multiple people at the same time.

Dear Mr. or Ms. [Interviewer’s last name - or first name if you’ve had frequent contact and/or they’ve asked you to use their first name],

I am writing to thank you for inviting me to your [plant, office, facilities] and for your generous hospitality while I was there. I really appreciate your time, and it was a pleasure to meet you (or “see you again”, if you’ve already met).

I especially enjoyed learning more about [Company Name] and hearing about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (2 or 3 things you spoke about)

Seeing where I’d be working and meeting everyone makes me even more excited about the possibility of joining [Company Name].

Thank you for your consideration and all you’ve done on my behalf. I look forward to speaking with you again soon.

Sincerely,

Your Name

**Dinner or other meal or social event:** Send to everyone you met with, individually, or to the interview lead if you interviewed with multiple people at the same time.

Dear Mr. or Ms. [Interviewer’s last name - or first name if you’ve had frequent contact and/or they’ve asked you to use their first name],

I am writing to thank you very much for inviting me to dinner with you on [day and date or after the career fair]. I enjoyed meeting everyone and getting to know you better.

It was great hearing about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (2 or 3 things you spoke about)

I’m really excited about the possibility of working for [Company Name], and I’m ready to work hard and exceed your expectations.

Again, thank you very much for dinner. I look forward to speaking with you again soon.

Sincerely,

Your Name

**Taking your resume and passing it onto a hiring manager:** sending a thank you in this instance will provide a reminder of their promise to help you.

Dear Mr. or Ms. [Representative’s last name],

It was a pleasure to meet and speak with you at the fall career fair (or other networking event). I want to thank you very much for taking my resume and offering to pass it onto the appropriate person in your company. I really appreciate your time and efforts on my behalf.

I’m really excited about the possibility of working for [Company Name] and look forward to speaking with someone soon.

Sincerely,

Your Name