

Thank You Notes



TEXAS A&M UNIVERSITY
SCHOOL OF LAW

Office of
Career Services

Thank you notes? No thanks!

Thank you notes may seem like a chore, but they can serve as an additional opportunity to promote yourself to an employer and may even tip the balance between getting an offer and not.

ProTip!

One 2L who received a summer offer from a prestigious firm was told that his handwritten notes to all eight partners with whom he interviewed were a factor in his selection.



VS.



Handwritten

Typed

We recommend handwritten notes because they add a personal touch.

However, if your handwriting is poor or if you feel more comfortable with a business letter format, you may want to type your thank you.

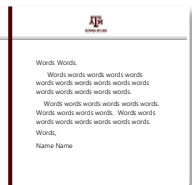
ProTip!

You can pre-address the envelopes and add postage before your interview. Once you get out, take a few minutes to write the thank you note so that you can drop it off at a post office on your way home.



When should I send a thank you note?

It is important to write and send your thank you notes within **24 hours** after the interview, as your conversation will be fresh in both your and the employer's minds.



What type of stationary should I use?

- For a handwritten note be sure to use professional stationary.
- For a letter, use bonded paper as you would for a resume or cover letter.

ProTip!

You can get stationary with your name, or A&M stationary from the bookstore.



What should I write?

Your thank you note need only consist of a few lines.

First, you should start by thanking the person you are writing for meeting with you and arranging your visit to the firm. It is a good idea to include the date the interview occurred.

Second, you should also reaffirm your interest in the firm by emphasizing an aspect of the interview you want the employer to remember. This information not only reminds the employer who you are and what you talked about, but points out your interest in the firm or organization and why you would be a good fit for the job. For example:

You could write, “As we discussed, I am very interested in your firm because I have a strong interest in a labor law practice that involves substantial representation before the National Labor Relations Board.”

Third, you can personalize your note by referring to something that you talked about in the interview. Some examples are:

- “I look forward to seeing the new Spielberg movie you told me about.”
- “I will say hello to Mr. Jones when I see him.”
- “I have called the Tarrant County Bar Association Office and volunteered to work on the Habitat for Humanity house. Thanks for alerting me to the opportunity.”
- “I have registered for the State Bar CLE on bankruptcy law, and found out that it is free to law students. Thanks again for the suggestion.”

Fourth, if you are hoping for a particular outcome from the interview, such as a job offer, you can close with an expression of that wish. For example:



“Having met with you and other members of the firm, I am even more convinced that the fit between me and the firm is right, and that working together would be productive for both of us.”

- “Having talked with five different lawyers in your office about some of their duties, I feel strongly that I have something to contribute to your firm.”

Who do I send them to?

If you interviewed with several people in an office, you do not have to send thank you notes to everyone. You can pick out one or two people (usually the hiring partner and recruiting coordinator) to send thank you notes to, and ask them to pass along your thanks to the other interviewers.

ProTip!

- If you do send a note to everyone, make sure you personalize each note to make them different. Thank you notes often end up in the same file and may be compared.
- Don't forget to thank the recruiting coordinator, who spent time and effort arranging your interview schedule.

Sample Thank You Note – DO NOT COPY!

Dear Mr. Stark,

I would like to thank you for taking the time to speak with me on Monday about the internship position with your firm. Thank you as well for introducing me to Mr. Rogers and Ms. Romanoff. I truly enjoyed speaking with all three of you and learning more about the role and the firm. After our conversation, I am confident that my skills and experiences are a great match for this opportunity. I am very enthusiastic about the possibility of joining your firm. If you need any further information, please do not hesitate to contact me by email or phone. I look forward to hearing from you.

*Sincerely,
Wade Wilson*

Be sure to proofread your thank you notes after you've written them, and make sure you have spelled the interviewer's name correctly.



ProTip!

If you are unsure of how to spell a name, you can often check the law firm's website, its listing on Martindale, the NALP directory, or the State Bar of Texas website.