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.

We recommend email notes because they can be delivered in a timely manner.

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 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. 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. Thank you 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. Thank you 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 the firm and myself is right, and that I can make a significant contribution to the team.”
- “Having talked with five different lawyers in your office about some of their duties, I feel strongly that I can make a significant contribution to the team.”

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 to send thank you notes to; if you made a connection.

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.
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.