# Thank You Follow-up Scripts (Card/Email)

## A thank you card and email should be sent after every in person meeting or conversation that takes place where someone gives you more than 30 minutes of their time. We recommend that you send the thank you card and email the same day the event took place. The meeting will be fresh in your mind and will demonstrate a level of professionalism to your contact.

Follow this simply guide when constructing your note

1. Greeting
2. Expression of gratitude
3. Value gained from meeting
4. Closing and restatement of thanks

IMPORTANT: Once you’ve written one thank you note, you’ve written them all. Be sure to keep a copy of a thank you note and use it as a guide for future notes.

**Examples:**

*Thank you card as a follow up to an interview*

**[Name],**

***First part:*** *A couple of sentences thanking the interviewer for their time and opportunity to learn more about the company and position.*

**Thanks for taking the time to meet with me about the [title] position yesterday. I enjoyed our conversation and appreciated the opportunity to learn more about [company name].**

***Second part - Option A:*** *Include a couple of sentences referencing your qualifications and experience and the value you will bring to the role. This is where you are selling yourself. You should also mention something about the next step that was discussed.*

**This job seems like an excellent match for my skills and interests and I am excited about the prospects of joining your team. I look forward to following up with [name] on Monday to discuss further.**

***Second part - Option B:*** *This should be a couple of sentences referencing a highlight from the interview and expressing your desire to work for the interviewer, team and/or company. Include a statement that implies your desire for a prompt response.*

**I really appreciated the tour and the opportunity to meet the department heads. I am very interested in working for you and the [department] team and look forward to hearing from you soon.**

**Regards,**

**[First Name]**

*Thank you card as a follow up to a networking meeting*

**[Name],**

**It was great to catch up with you over coffee on Monday. Thanks again for your time and input regarding my job search. You provided valuable advice and insight that I can incorporate into my plan. I am excited to take this next step in my career and appreciate your continued support and guidance. I will keep you up to date on my progress and look forward to connecting again soon.**

**Regards,**

**[Name]**

## Follow-up email

## A thank you email is appropriate anytime a thank you is deserved, but does not take the place of a handwritten note. Keep your thank you email short and to the point. Do not get overly verbose and try not to say too much. Also, be aware that every email you write has the chance to be forwarded to a decision maker. Spell check everything!

A thank you email is no different than a handwritten note other than the delivery time is immediate. Take advantage of that fact and be prompt when sending a thank you note over email.

IMPORTANT: Keep a copy of your email thank you notes so you don’t have to create them from scratch every time.