Hand-Written Thank-You Note

Why Do I Need to Write a Hand-written Thank-you Note?

- Express your gratitude to the recipient in writing.
- Say thank you in a more personal format.
- Writing a thank-you note shows you took the time to write the note by hand.

I Need to Send a Hand-written Thank-note After…

- An organization interviews you.
- A professor, supervisor, mentor, friend, or family member provides career information/advice.
- A professor, prior employer, or colleague completes a recommendation for you.
- An informational interview with someone experienced in your field of interest.
- A fellow student, professor, or colleague goes the “extra mile” to support you with an assignment, application, resume review.

What is Included in a Hand-written Thank-you Note?

✓ Write legibly.
✓ Appropriately address the person you are thanking (Ms. Roberts, Professor Smith, Dr. Hill).
✓ Say thank you.
✓ Be specific with why you are expressing your appreciation.
✓ Appropriately close the letter (Best, Sincerely, In Appreciation, In Gratitude).
✓ Sign your first and last name.
✓ If you have a business card, include 1-2 in the note.