



THANK-YOU NOTES

Do I need to send thank-you notes?

- **Yes.** It is a good practice to **send thank-you notes after any interviews**, whether on-campus, in-office, call-back, or informational interviews. A carefully crafted, error-free thank-you note can reinforce the positive impression you create in the interview. Employers may weigh poorly written thank-you notes against you, so **write strong thank-you notes.**

What form should my thank-you note take?

- **Hand-written thank-you cards** are generally well received by interviewers. Whether on a conservative, professional-looking thank-you card or on personal stationary, hand-written cards take extra effort and are associated with the utmost courtesy.
- **Email thank-you notes may also be acceptable.** If, as is commonly the case, you applied for the position via email, were informed of your selection for an interview via email, set up your interview appointment via email, and perhaps even expect the employer's decision concerning your application to come via email, sending your thank-you note via email can't be fairly criticized as lacking the thoughtfulness of a hand-written card.

To which interviewers do I send thank-you notes?

- Generally you should write a thank-you note to **each interviewer you met with.** But when your head is swimming after a call-back interview session in which you were introduced to many attorneys, some of whom formally interviewed you and perhaps others who talked to you on the fly, you can send a thank-you note only to the **attorney or administrator responsible for setting up your interviews** or for seeing to it that your interviews went smoothly. In that note, mention the names of the others with whom you interviewed, and ask the addressee to extend your thanks to the other interviewers.

What should my thank-you note say?

- **Personalize your thank-you notes** by referencing topics you discussed in your interviews.
- Express heightened **interest in the firm.**
- Add information you might have forgotten to share during the interview. Readdress a question you could have answered better.
- Your thank-you note should be short—**four or five sentences.** Indicate your willingness to provide additional information.
- **Don't write the same thing to multiple interviewers.**

How soon after an interview should I send a thank-you?

- Your thank-you notes have the greatest likelihood of influencing hiring decisions when employers have yet to decide whether you are a viable candidate. **Increase the likelihood your notes will help you by sending them promptly.** Unless you need time to gather information the employer requested, get your thank-you in the mail **by the evening of the day you interview.**