

# ***Thank You Cards & Emails Packet***



CAS Career  
Services

213 Life Sciences East  
(405) 744-5658

Make an appointment online at  
[cas.okstate.edu/careers](http://cas.okstate.edu/careers)

# Thank You Cards & Emails



CAS Career  
Services

## Basic Rules

- Each person involved in your interview or meeting should receive an individual thank you
- Make sure it is written legibly and error free
- Email will be received instantly but a mailed card may take up to three days to arrive
- Most thank you notes or emails are 3-6 sentences in length
- Make it personal but professional, so they will connect your note to your interview or meeting
- Summarize your key selling points
- Include your sincere interest in the position or company
- Don't forget formalities like please and thank you
- Avoid any content or attitude that could be seen as entitled or arrogant

## Emailed Thank Yous

- If job offers will be made shortly after the interview, email thank yous will reach them faster
- Formal letter format and etiquette is still expected in an email
- Use an email signature that includes name, degree, graduation date and contact information

## Hand written Thank Yous

- Handwritten notes may have a more personal touch
- Make sure your handwriting is easy to read and professional

## Not just for interviews

- Recruiters from a career fair or campus event
- Employers who hosted an info session
- References
- Mentors
- Guest speakers
- Professors
- Club or Organization Advisors
- Faculty
- Campus resources and staff

## Campus Resources:

- 4 free cards per day in 360 Union and 213 Life Sciences East
- Ask a Career Consultant for proof reading or editing help

# Thank You Cards & Emails



CAS Career Services

Send

To: recruiter@company.com

Subject: Thank you for the interview

Dear Rex Recruiter,

I wanted to reach out to you to let you know I had a great experience during my on-campus interview with you yesterday. As I learned more about your company it was easy to see how my career goals align with opportunities working in pharmaceuticals. I am very interested in working with your company after graduation so I can start putting my chemistry and laboratory skills to work. My background working with unique compounds and my interest in exploring medical applications for new formulas will be a great asset to your drug company and I would love to join your team. Your drug research sounds like a get fit for my interests and education. Thank you again for your time during my interview and I hope I have made just as strong of an impression with you as you did on me.

Sincerely,

Pistol Pete

Oklahoma State University, Class of 2017  
Bachelor of Science in Chemistry  
(405) 234-5678  
[pistol.pete@okstate.edu](mailto:pistol.pete@okstate.edu)

Send

To: recruiter@company.com

Subject: Thank you for the presentation

Dear Gina Guest Speaker,

On behalf of the OSU Student Organization, I wanted to thank you for coming to our meeting that focused on professional development. Many of the students gained valuable insight into utilizing their skills and interests and making them viable candidates for the workforce. The students expressed excitement when you discussed ABC's positive work environment and leadership development programs. All of us enjoyed that you shared one of your company's teambuilding activities with us. It really helped all of us understand different styles of communication and how we can use them in various roles on a team. We truly appreciate taking time out of your busy schedule to come visit with us.

Sincerely,

Pistol Pete

Oklahoma State University, Class of 2018  
Bachelor of Arts in Philosophy  
(405) 234-5678  
[pistol.pete@okstate.edu](mailto:pistol.pete@okstate.edu)



# Thank you

Dear Patricia Professional,

I enjoyed meeting you at the OSU Career Fair this week. The information you shared about the outreach the Dept. Of Child Welfare does inspired me to be an applicant for your summer program. My experience working with the children's program at my local YMCA has made me a great fit for your position and I am looking forward to the opportunity to discuss it more with you at an on campus interview. Thank you for taking the time to visit my campus.

Pistol Pete

## Oklahoma State University

Dear Irene Information,

Thank you for the informational interview to help me explore my career interests. My coursework in Strategic Communications has a lot of connections to some of the projects you described, and I am eager to start applying some of the concepts I learned in class to real life work. After seeing your work environment and day-to-day duties, I am certain that Strategic Communications is the best fit for me. Thank you again for shining some light in the day of a Communications Manager.

Pistol Pete