

Guide to Writing a THANK YOU EMAIL



Insert the email for person you are thanking (if there are multiple people you need to thank, make sure to send an individual email to each person)

Create a strong subject line that expresses appreciation and provides insight to what the email is about.

Examples:

"Thank you for the job interview today"

"Thanks for meeting with me about your IT position"

"Great to meet with you yesterday"

"Really enjoyed our conversation today!"

Consider whether to use an informal (Hi, Hello) or informal (Dear) greeting. If you're unsure, use formal. Address the email recipient appropriately, considering pronouns and title.

Examples:

Mr., Mrs., Ms., Dr., etc.

It is important for college students to have a professional email signature. It not only is a great way to exchange contact information, but it relays a sense of professionalism to all who you communicate with, including faculty, mentors, network and employer contacts.

Information to Include:

- Full Name
- Major (minor if applicable)
- Name of university, month and year of graduation
- Contact information (phone number, email address)
- Personal website or social networking site
 - only provide if you are active and information is updated/accurate

EXAMPLE

New Message

To

Subject

Hi "insert name here",

I wanted to say thank you for talking with me this morning. It was fun looking back at my Disney College Program experience with you. You answered a lot of my questions and gave me some great information.

I love the core values you mentioned, such as teamwork and having a guest-first attitude; these line up with my personal values, as well! I look forward to hearing from you again and I am so excited about this opportunity!

Thank you,

Lily Career (she, her)

Bachelor of Arts in Sociology

University of Central Missouri, May 2024

660-543-4985 | careers@ucmo.edu

LinkedIn: www.linkedin.com/in/ucmcareerlifedesign/

Make sure you specify what you are thanking the individual for. Go into a bit of detail, so the person understands exactly what you appreciate. For example, if you are saying thank you to someone who gave you job or career advice, explain what you found to be most helpful. If you are saying thank you after a job interview, remind the person of a particular moment from the interview (or remind them why you are a good fit for the job).

Georgia

Send

Credits:

<https://theinterviewguys.com/thank-you-email-subject-line/>

<https://www.thebalancecareers.com/general-thank-you-letter-sample-2063961>

<https://business.olemiss.edu/wp-content/uploads/2020/05/Student-Email-Signature.pdf>

