



# Sample Thank You Letter Guidelines:

Your Address  
City, State, Zip Code

Date

Name of Recruiter  
Title of Recruiter  
Company Name  
Address  
City, State, Zip Code

Dear Mr./Ms. (Name of Recruiter)

In the first paragraph, state when and where you met the recruiter and thank the recruiter for his or her time. Reaffirm your interest in the organization.

*Ex: I appreciate the opportunity I had to meet with you at the Springfield Collegiate Career Expo on February 16, 202?. Thank you for taking the time to discuss your company with me. I am very interested in learning more about your company in the near future.*

In the second paragraph, mention something that particularly appeals to you about working for them, and reinforce a point or two in support of your application.

*Ex: I was very interested in learning about \_\_\_\_\_. I believe my experience with \_\_\_\_\_ would enable me to be a valuable asset to (name of company).*

The third paragraph of the letter is a good place to bring up things you wished you had mentioned in the initial meeting. You can also restate your understanding of the next steps in the hiring process, if necessary. *Ex: I will be graduating in the fall of 202?. My experiences include an internship with \_\_\_\_\_.*

In the last paragraph, thank the employer for considering your application and ask for further communication. *Ex: Thank you again for your time and I look forward to hearing from you in the near future.*

Sincerely yours,

*Your Handwritten Signature*

Your typed name

Remember to request a business card from each recruiter you talk with.

## **Helpful Resources:**

- Check out CDC's A-Z index on Thank You Letters: [www.uis.edu/career/students/career-planning/launch-yourcareer/job-search-strategies/business-correspondence/](http://www.uis.edu/career/students/career-planning/launch-yourcareer/job-search-strategies/business-correspondence/)
- Review more sample thank you letters through SkillsFirst: <https://www.uis.edu/career/student-employment/career-toolbox#optimalresume> **See Career Expo Thank You Letter sample on back**

**UIS Career Development Center**  
Human Resources Building, Room 80  
One University Plaza, MS HRB 80  
Springfield, IL 62703-5407

phone: 217-206-6508  
website: [website.uis.edu/career](http://website.uis.edu/career)  
[YouTube](#)      [Facebook](#)  
[Snapchat](#)      [LinkedIn](#)

email: [careerservices@uis.edu](mailto:careerservices@uis.edu)

[X](#)      [Instagram](#)



# Sample Thank You Letter:

*Date*

*Mr. Marc Goodman  
Director of Recruitment  
ABC Marketing  
715 South 199<sup>th</sup> Street  
Springfield, Illinois 62703*

*Dear Mr. Goodman,*

*I appreciate the opportunity I had to meet with you at the Springfield Collegiate Career Expo on February 16, 202? at the University of Illinois at Springfield. Thank you for taking the time to discuss your company's excellent career opportunities with me.*

*I found ABC Marketing to be an interesting and unique leader in the industry, especially with the 202? project that you informed me about. Your unique and personal client base also grabbed my attention and intrigued me. The way your organization sees the world is virtually a direct representation of my perception as well.*

*As I will be graduating in the fall of 202?, my internship experiences and volunteer accomplishments have prepared me to be successful in the marketing field. Your suggestions have painted a clearer picture of the career steps I need to take for success.*

*Thank you again for your time meeting me and providing me with valuable advice. I look forward to the next step in the application process and future opportunities that may arise. Please feel free to contact me with any questions at 217-555-5555.*

*Sincerely,*

*Stephanie Johnson*

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