

# THANK YOU LETTERS

## How & When to Write a Thank You Letter

*Thank you letters to a professor/mentor/advisor who...*

- Writes you a letter of recommendation
- Helps find you or recommends you for a scholarship
- Assists in the completion of a scholarship essay or submission
- Helps you get or prepares you for a job interview
- Was an outstanding mentor during your undergraduate experience

*Thank you letters to an organization who...*

- Invites you for an interview for the position/scholarship you apply for
- Offers you a position and you accept it
- Offers you a position and you deny it
- Does not offer you a position but sends you notification

*Tips for writing a thank you letter*

- Write and send the thank you soon after (1-5 days) the recipient has finished helping you
- Write and send an update on the recommendation if you receive the position, scholarship, etc.
- Address the professor/mentor/advisor formally (Dr./Professor/Mrs.)
- Personalize your thank you note by touching on what exactly they did for you
  - ❖ “Thank you for meeting with me so many times to work on my essay”
  - ❖ “Thank you for getting me in touch with...”
- State how this will impact you in the future
  - ❖ “My essay is much more thorough and better conveys my message to the review board”
  - ❖ “I was able to get a job that I believe I can excel at”
- Give a broader thank you for their impact they had on you as a professor/mentor/advisor (if applicable)
- End the note by wishing them well, or with a final gesture of appreciation
- Overall, make sure your note sounds genuine and appreciative

*It is acceptable to email a thank you note, but handwritten notes are always appreciated as well!*