

How to Write a Thank-You Message



A thoughtful thank-you message can make a strong impression. Whether you send it by email or LinkedIn or as a handwritten note, taking a few minutes to show your appreciation can help you build relationships and stay connected.

Thank-you messages are appropriate after:

- A job or internship interview
- A career fair, networking conversation or informational interview
- Advice or support from someone in your network
- A Career Marketplace event, presentation or panel
- Someone going out of their way to help you

Keep It Simple

1. Start with a greeting.

Use the person's name: "Dear [Name]," or "Hi [Name],"

2. Say thank you.

Be specific about what you're thanking them for.

Example: "Thank you for taking the time to speak with me about the marketing internship."

3. Make it personal.

Mention something specific from your conversation or explain how their help was useful.

Example: "I especially appreciated your advice about building experience through campus organizations."

4. Mention next steps, if appropriate.

If they offered advice or suggested a resource, let them know what you plan to do.

Example: "I plan to look into the professional organization you recommended."

5. Close on a positive note.

Let them know you appreciate their time and hope to stay connected.

Example: "Thank you again for your time. I hope we can stay in touch."

6. Sign your name.

Use a professional closing such as "Best," "Sincerely" or "Thank you again," followed by your name.

7. Proofread before sending.

Check spelling, grammar, names and job or company titles. A quick review can make your message feel polished and professional.

Keep in Mind

Be prompt. Be specific. Be genuine. Keep it short.

A thank-you message doesn't need to be long. A few thoughtful sentences can go a long way.



Career
Marketplace