

Appendix K.: Sample Thank-You Note Text

Networking Thank-You Notes:

“Thank you so much for taking time out of your busy schedule to meet with me yesterday. I appreciate the information and advice you provided about the market for environmental attorneys in Houston. I will follow-up with Mr. Smith as you suggested and I have already called for information about the Women’s Bar Association. Again, thank you for your time.”

“I am writing to thank you for your generous assistance during my recent job search. I met with Mr. Smith and he knew of several job possibilities. I interviewed with Larry Green at Blue, Clark & Jones and I was offered a position in their Natural Resources division. Thank you again for your help. I look forward to seeing you at the next Women’s Bar Association meeting.”

Following an Interview:

“Thank you so much for taking the time to interview me for a summer internship position with the American Civil Liberties Union (ACLU). I learned so much more about the ACLU and the challenges to preserve civil liberties. After hearing of your recent oral argument before the U.S. Court of Appeals for the Fourth Circuit, I am more convinced than ever that the ACLU is exactly where I want to work.

I really appreciate your time and look forward to talking with you again soon.”