



PROFESSIONAL CORRESPONDENCE: THANK YOU & ACCEPTANCE LETTERS

Expressing Thanks in College

Everyone needs some encouragement and the faculty and staff working at universities are no different. Just like you would complain when you have a problem with a class, etc., it is also appropriate to share a quick "thanks" when things go better than expected. Most Academic Advisors, staff, and instructors love to stay in touch with you upon graduation, so feel free to send job and graduate school updates so they can congratulate you on your accomplishments!

Take a couple of minutes to consider who is helpful to you or has made an impression on you at the University of Maryland. Send them an email, handwritten note, drop by their office or send them a LinkedIn endorsement to say THANK YOU.

Tips for writing a thank you note to a faculty/staff member.

- Be honest and genuine in your thoughts.
- Address the email/letter using the title you would use if you were in person.
- Keep your thank you short and concise. Example: *"I found your class on XYZ very helpful because I learned how to use STATA. I recently secured a job after graduation and they said that skill was a big reason why they offered the position to me!"*
- Mention a particular class, meeting, or experience that you really appreciated and explain why it meant something to you.
- In closing the email/letter, include the date, year of graduation, name and contact information.

SAMPLE THANK YOU- FACULTY/STAFF/COLLEAGUE (email format)

Dear Professor Brooks,

Thank you so much for all of the time you spent with me last semester discussing my senior project. I didn't say anything at the time, but I learned so much and discovered that I really enjoy analyzing data.

I wanted to share with you that the project and guidance you offered to me contributed to me having a fantastic year! I am graduating this May and I look forward to applying to graduate school.

Thank you again for your support. I hope to send you another update soon.

Many thanks,

Scott Baker
BA, Government & Politics, 20XX
sbaker@umd.edu



Other examples:

SAMPLE THANK-YOU LETTER

3543 Larchwood Drive
Silver Spring, MD 21103
June 14, 20XX

Ms. Leslie A. Jones
Personnel Director
Fielder Associates
2341 18th Street, N.W.
Washington, DC 20003

Dear Ms. Jones:

Thank you for taking the time to meet with me yesterday regarding the Youth Services vacancy at your organization. The interview strengthened my enthusiasm for the position and interest in working for your growing organization.

As I had mentioned, my part-time work and internship experiences in scheduling activities and organizing programs would seem a good background for the position. In addition, I believe my energy and rapport in working with youth would aid in the success of the program.

Please contact me at 301.256.1321 if you need additional information. I look forward to hearing from you.

Sincerely,

Leonard S. Goodyear

Leonard S. Goodyear
LGoodyear1@umd.edu

SAMPLE LETTER OF ACCEPTANCE

000 Third Street
College Park, MD 20740
January 13, 20XX

Ms. Sarah Jones
Director of Marketing
United Widget Corporation
000 Maple Avenue
Orlando, FL 32821

Dear Ms. Jones,

I am happy to accept your offer to join the United Widget Corporation's new product development department at a starting salary of \$38,000 per year.

Thank you for your assistance with my relocation to central Florida; your help will certainly make my transition to southern living quite smooth. As requested, I will keep receipts for reimbursement purposes.

I will report to your office on February 7, 20XX, eager to contribute to the new product development department and UWC.

Sincerely,

Linda Smith

Linda Smith
LindaSmith228@umd.edu

Send a post interview thank you email or letter to...

- highlight your accomplishments;
- extend a thanks;
- confirm the next step.

It takes less than 30 minutes to craft a 5-7 line thank you email and it can really make you stand out to employers!

Once you are offered a position and accept the position verbally, it is a good practice to also submit a paper/electronic acceptance that highlights the particulars. This is especially a good idea if no paper contract/paperwork is sent by the employer.

The example above confirms that there will be a reimbursement for travel expenses, the start date, the starting salary as well as enthusiasm over starting the position.