

## **APPENDIX V – SAMPLE THANK YOU NOTES**

### **Thank You Note – Sample 1**

#### **[Individualized Thank You Note Following a Callback Interview]**

222 Hamilton Street, #2B  
Palo Alto, CA 94111  
Phone: (650) 724-9483  
E-mail: [Rpaix@stanford.edu](mailto:Rpaix@stanford.edu)

February 12, 2011

Mark S. Smith, Esq.  
Jones & Smith, P.C.  
1000 Third Avenue, Suite 1000  
San Francisco, CA 94117

Dear Mr. Smith:

Thank you for taking time out of your busy schedule to talk with me yesterday afternoon. I thoroughly enjoyed the opportunity to meet with you at the Jones & Smith offices. I was particularly interested in our discussion of the firm's burgeoning finance practice and the anticipated changes in the field. I also wanted to thank you for suggesting that I meet with recent Stanford Law graduates, Dane Joe and Don Jay. It was helpful to hear their perspectives as junior associates in the firm's corporate department. Jones & Smith's hands-on approach to associate training and development seems well-suited to my work style and abilities.

I remain extremely interested in pursuing an associate position with Jones & Smith. Should you require any additional information, please do not hesitate to contact me at the number listed above.

Thank you for your time and consideration. I look forward to hearing from you.

Very truly yours,

John Doe

## Thank You Note – Sample 2

### [Collective Thank You Note Following Callback Interview]

222 Hamilton Street  
Palo Alto, CA 94111  
Phone: (650) 724-9483  
E-mail: [Rpaix@stanford.edu](mailto:Rpaix@stanford.edu)

March 8, 2009

Mary S. Smith, Esq.  
Abbott & Taylor, P.C.  
500 Third Avenue, Suite 50  
New York, NY 10045

Dear Ms. Smith:

Thank you for an enjoyable and informative visit to the office of Abbott & Taylor on Tuesday. I greatly appreciated the opportunity to meet with members of the firm and to tour your impressive new offices. I am grateful for your candor and willingness to share your perspective. Abbott & Taylor certainly seems like an ideal firm for a person launching a career as a commercial litigator.

Please extend my thanks to your colleagues Tom Anderson, Beth Miller and Jennifer Masterson for taking time from their busy schedules to meet with me, and to Linda Henderson for arranging my visit to the firm. I particularly appreciated having the chance to speak at length with Mr. Anderson and Ms. Miller regarding the extensive litigation training program at the firm. Abbott & Taylor's diverse litigation practice and outside training resources are appealing to me.

I remain very interested in pursuing an associate position at the firm. Should you require any additional information to assist you as you consider my candidacy, please do not hesitate to contact me at (650) 724-9483.

Thank you again for your time and consideration. I look forward to hearing from you.

Best regards,

Jane Doe

### Thank You Email Note – Sample 3

222 Hamilton Street  
Palo Alto, CA 94111  
Phone: (650) 724-9483  
E-mail: [Rpaix@stanford.edu](mailto:Rpaix@stanford.edu)

March 8, 2009

Dear Ms. Stanford:

I met you recently at Stanford Law School during the interviews for the corporate position with your firm.

I wanted to send you an email to thank you for your time. It was a pleasure to meet you. I would very much appreciate the opportunity to meet with you and your colleagues during the next stage of the interview process. As discussed, I believe that my experience in practice, together with my academic background, will fit well with your company's in-house needs, particularly in Corporate M&A or Commercial Transactions.

Please find attached a soft copy of my resume for ease of review.

Many thanks for your time and I look forward to hearing from you.

Kind regards,

Robert Crown