

# How can REACH and Career Services Assist Students with Disabilities to Achieve Their Career Goals?

## Part V: Prepare Application Materials (Cover Letters, Resumes, References, & Thank-you Notes)

### Thank-you Notes<sup>1</sup>

Thank-you notes are a great way to express appreciation to interviewers for giving you opportunities to interview for the positions to which you applied. With regard to the content of these notes, you should mention the specific positions, state the strengths and skills that will benefit the companies, and emphasize why you would like to work for the companies. Additionally, remind your interviewers how to get in touch with you if they have further questions for you, and state your intention to contact them at specified dates and times to ensure that they have all of the information that they need. If you make such a statement, be sure to act on it to demonstrate that you honor your word. Your thank-you notes should generally be written in two formats, including handwritten (if handwriting is difficult for you, typed notes are also acceptable) and in an email. The handwritten notes can be sent the day following the interviews, and the notes in email format should be sent within 24 hours of the interviews.

### Sample Thank-you Note

The following thank-you note is fairly representative of what would be considered a quality example. Please see the comments throughout the document for suggested changes or points about structure and content.

Dear **Mr.** Johnson:- \_\_\_\_\_

Thank you for the opportunity to interview with you for the **Marketing Director position** with Clearlink. I am excited for the opportunity to **bring my SEO skills and style of encouraging leadership to your company to motivate the marketing team to increase customer volume to your website.** I want to work for Clearlink because **I will contribute to the company's overarching goal of providing the customer with the best possible experience.** Please do not hesitate to contact me at (012) 345-6789 should you have any follow-up questions for me as you are making your hiring decision.

Sincerely,  
*Ashley K. Vanderbilt*

### NOTES

Address recipients formally using "Mr." or "Ms." (use "Ms." for female recipients unless you know that they are married). If the recipients have doctorate degrees, use "Dr." as the salutation.

You should state the respective positions for which you interviewed in order to eliminate confusion about connecting you to the correct positions.

This is a great example of how the applicant plans to apply her skill to the prospective position.

Here is a statement about the applicant's desire to work for the company that also demonstrates her desire to further the work of the company instead of necessarily furthering

1. Brigham Young University Career Services (n.d.). Thank-you's [PDF file]. Retrieved from [http://ucs.byu.edu/sites/default/files/Thank-You\\_0.pdf](http://ucs.byu.edu/sites/default/files/Thank-You_0.pdf)