

Thank You Notes

By Susanna de Chenonceau, M.Ed., College Counselor

At any interview or meeting with a college representative (even a student), try to collect a business card from each person with whom you have a meaningful conversation. Ask politely if they have one you might have. If so, keep it and keep careful track of it. If not, ask if you can take down their contact info: name/spelling, address, email, phone.

Always write a thank you note the same day or the very next day after being interviewed or after being given a tour. Email or mail it right away. You can do either one.

If you want to handwrite one, and people do like to receive snail mail, use nice stationery cards if you have them, perhaps with your name or initials. If you do not have these, you can go to Crane's or even Target and buy a small set of cards that are professional and classic looking. Nothing bizarre or odd. Think personal, classic. Simple=safe.

Thank them for their time and mention some specifics of what you really enjoyed.

Do not write a book.

This is not a time to use notebook paper or type volumes detailing why you simply must be admitted. You are properly thanking someone for their time. Short and sweet and peppy.

Do not try to sound like someone you are not. Let your personality and sincerity come through. If you don't really mean it, don't write it.

Example

Dear Ms. Smith,

I wanted to thank you for interviewing me when I visited Hamilton College yesterday. I sincerely appreciate your time, and I hope I was able to articulate my sincere interest in Hamilton. (Or - "After my visit I am more convinced than ever that Hamilton is indeed the best college for me" - if this is true.)

I really enjoyed observing Professor Farhquar's class on Microeconomics in Ancient Iceland. The intellectual energy I witnessed in that class is one of the main reasons I am so interested in Hamilton. Again, thank you and I hope you will feel free to contact me at Will.p@hotmail.com should you need any additional information.

Sincerely,

Will Pleaseletmein

206-555-5555