

After the Interview: Writing a Thank You Note

The job search should not end with the interview. Writing a thank you note is a critical step in the job-hunting process that many overlook. Although sending a thank you will not assure you of a job offer, not sending one may affect your chances.

Here are some tips for writing a thank you note:

- Immediately after the interview, ask for the business card of the person you spoke with or, if none is available, get the correct spelling of his or her name and title. Write down your thoughts related to the interview along with any specific points you discussed. Do this for each person immediately after your meeting, if possible. This will allow you to write personalized thank you notes later.
- Write a thank you note to everyone you interview with. You should send notes following in-person employment interviews, phone interviews, and informational interviews.
- Write and mail the note promptly after the interview. (within 24 hours if possible)
- Use either a card or the same paper you used for your resume and cover letter. Cards can be handwritten; paper letters should be typed. An emailed thank you note is also acceptable, particularly if it needs to reach the employer immediately.
- Your note should be brief and personalized.
- Express your appreciation for the opportunity to interview.
- Reinforce your enthusiasm for the position and the company.
- Recap the main points that you want the employer to remember about you and your strengths in relation to the job.
- Reiterate what you understand to be the timeline for the hiring process.
- Include any pertinent information about yourself that you may have forgotten to mention during the interview.

- Describe any action you have taken since the interview as a result of that discussion.
- Thank the interviewer for his/her time and state that you look forward to hearing from him/her soon.

Below is a format for a thank you letter. Refer to books in the Career Library for additional information and samples.

Your address

Date

Mr./Ms. ...

Person's title

Company name

Company address

Dear Mr./Ms.:

Thank the person for taking the time to interview you for X position. Include one or two sentences about what you learned about the position or company.

Briefly reiterate your strengths; mention anything you forgot to highlight in the interview; state your belief that you could make a positive contribution to the organization.

Closing: state that you look forward to hearing from him/her soon and/or reiterate the next step in the hiring timeline; thank the person again for his/her consideration.

Sincerely,

Your signature

Your name

Thank you letters leave a positive impression – unless they are poorly written. It's a good idea to have someone else read over your letter to help you spot any typos or minor errors before you send it.