

Tips for Writing Thank You's

Many job seekers think an interview ends when they leave the meeting, and do not send a post-interview thank you note.

Unfortunately, they miss an opportunity to stand out, make a positive impression, and reiterate strengths and interest in the job. Thank you notes are not just a formality. They are marketing tools for you and can add tremendous value to moving your candidacy forward. No matter the person, gratitude makes an impression. In fact, hiring managers say that failure to follow up can be a deciding factor in passing on a candidate. In the end, thank you's won't hurt, and could well help your chances of being hired.

Below are tips for writing your follow-up letters. Thank you notes can come in three forms:

- **Hand written note or card:** These are shorter and more sincere but don't allow for elaboration.
- **Typed note:** If your handwriting is hard to read, this is a better choice. You can elaborate and still be personable.
- **Email:** This is a quick way to get your message out but is less personable and easy to miss.

1. Get business cards, names and contact information from all interviewers.

Lay the groundwork for your follow-up by getting the names and contact information of everyone you meet during the interview, including the receptionist or office assistant. Be sure you have the correct spelling of their names, job titles and email addresses. If you can't get business cards, take good notes. Perhaps the receptionist can help you as well. You could also contact the person who initially arranged the interview for this information.

2. Write down notes before you get home.

Immediately afterward, write notes recalling everything you can remember of importance about the interview. Note what each interviewer particularly liked, responded well to, or reacted to with hesitation. If you shared a connection in interests, backgrounds, schools, or work history, make note of it. You can refer to that connection later in your thank you note, which can make each follow-up communication unique to that individual, and thus more powerful.

3. Write and send the note within 24 hours after the interview (48 max).

Remember that you want to stand out, and either get hired or move to the next round of interviews. You won't be the only person they've interviewed for the job, so a quick follow-up gets you back in front of the interviewers, and reminds them why you are a better choice than the others. An email or hand delivered note within 24 hours is best, but if it's a 'snail-mail' letter, send it right away to maximize prompt delivery.

4. Send a note to everyone you meet, at each level of process.

Send a note to each person you meet along the way, even the receptionist. If you have a panel interview, send a note to each person on the panel, making each slightly unique. Do this at every level of the interview process you have with the company, as you will likely be meeting different people each time. Send a note to the person who referred you to the job as well.

5. Reiterate your strengths and expertise.

Your follow-up letter is a perfect place to remind interviewers of your strengths and the expertise you will bring to the job. Refer to comments and questions they asked, even the job description again. If you left the interview thinking of something you wish you'd said, this is a chance to say it. Some people enclose yet another resume, for emphasis.

6. Overcome objections.

If, during the interview, there were specific objections or flags raised about your candidacy, use the thank you note to respond to them. Offer them a different perspective. Make it known that their concerns are actually opportunities and challenges that you are ready to face. If you feel the interview went completely wrong, tell them you were not at your best and ask for another opportunity to meet with them.

7. Length is up to you.

Like most things in a job search, there is no definitive length for a thank you letter or note. It depends, of course, on the amount of information you want to convey. One page is the norm, or one brief, hand-written note. Remember, you have already piqued their interest or you wouldn't have been interviewed in the first place. This is just further marketing yourself, and closing the sale.

8. If mailing it, don't forget the stamp!



Sample Thank You's

There are many sample post-interview thank you's online. The following sample letters are simply guides. Replace the *italicized* text with whatever terms are appropriate for you and your situation. Remember to make them personable, adding reminders of your connection, your strengths and your skills.

Sample #1 (Email that can be reformatted to a letter)

Subject: Thank you for the *[Job Title]* position interview on *[date]*

Dear *[Mr. /Ms. Last Name]*:

Thank you very much for the opportunity to interview for the position of *[job title]* yesterday *[or earlier today, if appropriate]*. I enjoyed speaking with you, meeting other members of the staff *[if this happened]*, and the opportunity to learn more about this position. I am enthused at the prospect of joining your team.

This job feels like a very good match between my skills and experience and the job requirements. As we discussed, you need someone with strong *[whatever]* skills, and I have extensive experience with *[whatever technology or tool is important to the job and that you have experience using]*. In addition, my current *[or former]* job at *[names or type of employer in your past]* has provided the opportunity to polish my skills in *[whatever]* and *[whatever]* needed for your *[job title]* position.

Again, thank you for considering me for this wonderful opportunity. Please let me know if you have any questions or concerns, or need more information. I look forward to hearing from you next week *[or whenever they said they would be in touch]*, and hope to join your staff soon.

Best regards,

[Your name]

[LinkedIn Profile URL-Personalized]

[Phone number -- not your work number if you are employed]

Sample #2 (Potential handwritten note)

Date

Dear Mr./ Ms. Last Name *(or use first name if it was encouraged in interview)*,

A quick note of thanks for the time we spent together earlier today to discuss the *X* position. I'm excited about this opportunity, and hope you agree I'm a great fit!

I was particularly struck by your question about *(pick a memorable part of the interview)*; it made me recall *(a moment on a previous job, or personal experience, relevant to your skills and making you look good)*.

I look forward to the next step! If I've not heard from you within *X* working days, I'll check in to learn the status of my candidacy.

I'd like to reiterate that I am very interested in this position and working with the team at *X Company*. Thank you again!

Signature

Print your name

Sample Thank You's, continued

Sample #3 (More formal, typed letter)

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear *Mr./Ms. Last Name*:

It was very enjoyable to speak with you about the *job title* position at *employer name*. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to *aspect of the work discussed* that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong *specify* skills, assertiveness, and the ability to encourage others to work cooperatively within the department. My *specify* background will help me to work with your *specify* staff and provide me with an understanding of the *specify* aspects of our work.

I understand your need for *specify (administrative, technical, customer service, etc.)* support. My eye for detail and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I worked for two summers as a temporary *specify* worker. This experience helped me to develop extra *specify* skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about the next steps.

Sincerely,

Signature (hard copy letter)

Type your name

Sample Thank You's, continued

Sample #4 (email or letter for a follow-up interview)

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear *Mr./Ms. Last Name*:

Thank you so much for taking the time to speak with me on the phone today about the open position in the *division or department* team at *company*. It was refreshing to speak with someone as knowledgeable as yourself about *the field of xxxxxx*, and I was inspired by both your passion and your dedication to the company.

If given the opportunity, I know I would bring that same level of passion and dedication. As I mentioned during our conversation, it has always been a goal of mine to work at *company*. My previous experience as a *position or occupation* and my extensive training in *skill or software* has prepared me well for this position, and I look forward to a chance to bring those skills to *company*. I am also positive that my talents in *xxxxx* will be a welcome addition to your team.

I am very enthusiastic about taking the next step in this process, and hope that we might be able to discuss the position further in person. I will call your assistant later this week to schedule a time when we can meet.

Again, thank you for today's call. I look forward to meeting with you in person.

Sincerely,

Your Signature

Type your full name