

# THANK YOU NOTES

You **MUST** send a thank you/follow-up note throughout your job search to people who help you with information, such as networking contacts, as well as to people who interview you. It is considered courteous and professional and can, at times, be a strategic advantage.

A thank you note can serve one, some, or all of the following purposes:

- To acknowledge the interviewer's time in considering you for the position.
- To highlight something from the conversation that you learned and/or were impressed by; use one or two specific examples.
- To express your enthusiasm for the position – if you sincerely feel this way. If an organization is your first choice, let them know. If you don't feel enthusiastic, either say nothing or let them know diplomatically that you are not interested in being considered for the position.
- To supply information you promised in the interview. For example, you may have mentioned an article or paper you wrote that they wanted to see.
- To clarify and/or elaborate on a question to which you feel you responded poorly. Be careful not to begin by reminding the interviewer that something did not go well in the interview. State the thought in a strong, positive tone.

If it is clear that the interviewer has reservations about your candidacy, this is your opportunity to say something to convince her/him otherwise. You may feel that your GPA was of concern, or that the employer was troubled by your lack of direct experience. Acknowledge her/his hesitation and provide a strong, positive counterargument.

Thank you notes should be brief. In today's world, you will most likely email your thank you notes. However, you can also type your thank you notes and envelopes although it is sometimes acceptable to hand-write a card or use plain stationery – make sure you have legible handwriting if you choose this route. Whatever format you choose, remember to keep it formal and that it should be sent no later than 2 days after the interview.

If you are interviewed by more than one person, it is appropriate to:

- Write everyone a thank you note (be sure that each is slightly different; interviewers from the same organization sometimes share notes with each other).
- Write everyone something that reflects your discussion with the particular individual being addressed (you can also include a sentence like "I hope we will have an opportunity to work together" to one of the interviewers).

A sample thank you note is on the opposite side of this page.

# **SAMPLE THANK YOU NOTE**

Your Address

\_\_\_\_\_

\_\_\_\_\_

Date

Name

Title

Organization Name

Address

Dear Mr. or Ms. \_\_\_\_\_:

Opening Paragraph: As you begin, express your sincere appreciation. You may want to write something like: "I want to thank you very much for taking the time to interview me yesterday for the \_\_\_\_\_ position. I enjoyed meeting you and learning more about your organization." You can also mention something that particularly impressed you about the interviewer or the organization, and/or about a particular aspect of the discussion you had with the interviewer.

Middle Section (usually one or two paragraphs): You may include one or more of the following:

- Reemphasize your strongest qualifications
- Draw attention to the good match between your qualifications and the job requirements
- Reiterate your interest in the position
- Use the opportunity to provide or offer supplemental information not previously given

Example:

My enthusiasm for the position and my interest in working for \_\_\_\_\_ were strengthened as a result of the interview. I believe that my education and practical experience are a good preparation for the job requirements, and am sure that I could make a significant contribution to the firm over time. I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek.

Concluding Paragraph: Restate your appreciation, for example, "Again, thank you for the interview and your consideration."

Sincerely,

Your Signature

Your Typed Name

(telephone # - optional)