

Post-Interview Thank You Note

After an interview, send a thank you note ASAP. A handwritten note is generally best, unless you think they are going to make a decision immediately, in which case you should send an email. See the guidelines and links below.

[Intern Match Guide to thank you notes and follow up](#) -check out the “all-star tip” under item #1

[Five helpful thank you notes and tips after a job interview](#)

Guidelines for Formal Business Thank You Letter

Paragraph One

- Indicate appreciation for opportunity to visit and interview. Specifically mention the position.
- Refer to something about the position about the employer that caught your interest or impressed you.

Paragraph Two

- Option One: Restate your strongest qualifications and match them to what the employer told you.
- Option Two: Restate the same but also mention additional qualifications you did not mention in the interview. (This is especially helpful if you forgot to tell the interviewer something).
- Option Three: Restate the same but also clarify any information or false impressions

Paragraph Three

- Restate your enthusiasm for the position and or employer
- Indicate your understanding of the next step the employer will take in the hiring process
- Thank the employer for the interview