

THANK YOU NOTES

DELTA COLLEGE CAREER DEVELOPMENT

So, you've written a great resume, nailed the important interview and think all you need to do now is wait for the phone call with the job offer, right? Hold on! You may want to increase your chances of landing that job by writing a thank you note.

WHY WRITE A THANK YOU NOTE?

A thank you note is a polite way of telling the interviewer(s) that you appreciate the time they took to meet with you and to discuss the position. Not only is it proper etiquette, but it also shows the prospective employer that you truly are interested in the job, reiterates your qualifications, and also shows that you know how to follow up after a meeting. A recent survey showed that 80% of HR managers say thank you notes are helpful when reviewing candidates. However, only 24% actually received them.

E-MAIL OR SNAIL MAIL?

When deciding on which method to send your thank you note, a good rule of thumb is to send both an e-mail and a handwritten note in the regular mail. You will want to send an e-mail within 24 hours of the interview so that you keep your name fresh in the employers' minds and your name at the top of the hiring list.

However, sometimes e-mails get overlooked, or it may end up in the "junk box". This is why you should not underestimate the power of a handwritten note. Surveys show that 86% of hiring managers like handwritten notes. A handwritten note should also be sent within a day of the interview, and realize that it may take 2-3 days to reach the recipient. Taking the time to write out a thank you note shows employers that you are putting the extra effort into the job hunt and gives them the impression that you will do this with your job as well, and shows that you are able to communicate professionally. If your handwriting isn't that great, a formal, typed note will do as well.

WHAT GOES IN A THANK YOU NOTE?

A thank you note following an interview is a formal piece of writing, so be sure that you follow the proper format. You may want to include the following:

- **WHO:** hiring manager's name and title
- **WHAT:** your value to the position and anything that you had in common with the interviewer
- **WHEN:** a time frame that you expect to hear back from them

Don't forget to proofread for grammatical and punctuation errors.

THANK YOU NOTE EXAMPLE

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SAMPLE THANK YOU NOTES

Here are a few examples of thank you notes to give you an idea of format and content. Remember to personalize them to your specific situation.

HANDWRITTEN OR TYPED MESSAGE

Dear Ms. Smith,

Thank you again for taking the time for our interview yesterday. After meeting with you, Brad Jones, and Sally Miller, I am even more interested in the Staff Writer position. Each one of you communicated your enthusiasm for your work with ABC Organization.

You mentioned that it is important to have someone who can meet strict deadlines. In my internship with XYZ Company, I produced high-quality articles with tight timeframes. From my conversations with the three of you, I see that certain personality traits are important to the ABC Organization. Both Mr. Jones and Ms. Miller stressed that the successful candidate is willing to accept feedback and work as a member of a team. Please know that my professors and managers have complimented me on these traits.

I am excited about the possibility of working for your company. I hope to hear from you soon.

Thank you,
Julie Brown

E-MAIL MESSAGE

Subject line of the message: Thank You – Assistant Account Executive Interview

E-mail Message:

Dear Mr. Edwards,

I enjoyed speaking with you today about the assistant account executive position at the Smith Agency. The job seems to be an excellent match for my skills and interests.

The creative approach to account management that you described confirmed my desire to work with you. In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness, and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,

Julie Brown
(123) 456-7890