

THANK-YOU NOTES AND LETTERS

Thank-You Notes

A handwritten thank-you note after an interview is the most formal and the recommended way to say thank you. If you are concerned about the legibility of your handwriting you can type a note on resume stock paper. If you are confident in your handwriting use a note card.

- After each interview, ask for a business card. Once you have left the employer's location, take a minute to sit down and make a few notes about the experience. This will help you customize each thank-you note to each individual interviewer. Many recruiting days include multiple interviews.
- You do not want to send a template thank-you note to all. A thank-you note gives you the additional opportunity to reinforce a point from the interview or follow up on a question you were not able to answer during the interview. A thank-you note should be timely and be sent within 48 hours of the interview.
 - Keep it to 3-5 sentences.
 - Thank the interviewer first!
 - Express enthusiasm.
 - Reinforce an idea or address any unresolved questions.
 - Personalize it. Highlight a key point from your interview that will make the interviewer remember you.
 - Reiterate your expertise and interest.
 - Proofread. Check for spelling and punctuation errors.

Thank-You Letter

Paragraph 1: State when and where you had your interview and thank the interviewer for his or her time. Reaffirm your interest in the organization.

Paragraph 2: Mention something that particularly appeals to you about working for them and reinforce a point or two in support of your application.

Paragraph 3: If after the interview you thought of something you wish you had said, mention it here. You can also restate your understanding of the next steps in the hiring process.