

INTERVIEWING

COLLEGE OF CHARLESTON CAREER CENTER | CAREERCENTER@COFC.EDU

WRITING THANK YOU NOTES

It is appropriate to send a thank you note to the individuals that conducted your interview within 48 hours after interviewing. In this note, thank them for interviewing you, mention something specific from your conversation with them, and reiterate your interest in the position. Not only is this a thoughtful gesture, but it also conveys your interest in and commitment to pursuing this opportunity.

It is likely that you may have several interview rounds with a company. If you have a phone or video interview, it is appropriate to send a thank you note via email. If you have an in-person interview, it is acceptable to send an email, but it is most appropriate to send a hand-written thank you note. If you interview with multiple individuals, it is acceptable to write thank you notes only to the primary individuals conducting the interview. When writing multiple thank you notes, ensure each one is unique and personalized rather than making them all uniform.

SAMPLE

18 Rutledge Street
Charleston, SC 29402
April 3, 2021

Alice Kimsey
Editor in Chief
Charleston Newspaper
1 Company Drive
Anywhere, SC 12097

Dear Ms. Kimsey:

Thank you so much for the opportunity to interview for the Charleston Newspaper Editorial Internship. I am excited about the opportunity to join your team, and my interest grew after meeting with you yesterday.

My previous experience working at the on-campus newspaper, The George Street Observer, will be very beneficial to your organization. I understand the processes that a paper of your caliber must go through in order to provide the public with a true representation of the news.

Again, thank you and I look forward to hearing from you soon regarding the Editorial Intern position.

Sincerely,

Aaron Todd