

# POST INTERVIEW THANK YOU LETTERS



## NOTHING SAYS "HIRE ME" LIKE "THANK YOU" THANK-YOU NOTE ETIQUETTE



22%

of employers are less likely to hire a candidate if they don't send a thank you note after the interview.



86%

said it shows a lack of follow-through.



56%

said it indicates that the candidate isn't really serious about the position.



89%

said it is okay to send a thank-you note in the form of an email.

Source: 2011 Careerbuilder Survey of Hiring Managers

## DO

- ✓ **Restate your interest and expertise:**  
Be specific about why you are interested and how your skills, experiences, and personality can meet the organization's needs
- ✓ **Be Memorable:**  
Highlight a key point from your interview that will make you stand out and help them remember you
- ✓ **Personalize it:**  
If you meet with more than one person, send them each a separate and personalized letter/email
- ✓ **Proofread:**  
To eliminate any mistakes, proofread it closely and have others also review it, including CPARC staff

## EXAMPLE

Dear Mr. White:

Thank you for the informative and enjoyable discussion during our recent meeting. The knowledge I gained during the interview has certainly enhanced my interest in joining Any Corporation.

With my expertise in strategic planning, international finance, marketing, and general management, I feel confident that I can significantly contribute to your company's objectives as a member of your management staff.

I want to thank you again for the time and courtesy you extended to me and I look forward to meeting with you again.

Should you require additional information prior to a second meeting, please contact me at [applicant@uwm.edu](mailto:applicant@uwm.edu) or (307) 555-5555.

Sincerely,  
Chris Rogers



- ✗ **Wait to send it:**  
You should plan to send the thank-you note within 24 hours of your interview
- ✗ **Come up with something quick:**  
Take your time to choose words carefully and write something genuine and memorable
- ✗ **Be too casual:**  
Make sure your letter is in professional format. If you send a letter, use a formal card or stationary. If you send an email, do NOT include pictures, memes, or texting grammar