

## INSTRUCTIONS

### Thank You Letter for Job Interview

Employers often interview dozens of applicants for a single position, and it can be easy for them to lose track of which face went with which resume. This can be especially true of smaller companies where the HR responsibilities may not be delegated to a full-time director, but may be handled as-needed by an office manager, or even by other employees. If there is a way for you to create a clear image of yourself in your employer's mind and separate yourself from the pack, it may go a long way towards getting you the position.

It is important when drafting a thank you letter after a job interview to maintain a professional image. While a concise, well-drafted letter can enhance your potential employer's estimation of you, a poorly-drafted letter can doom any chances you may have had.

Below are a few considerations you may want to keep in mind when drafting a job interview thank you letter:

- **Be concise.** Most employers will appreciate your interest and enthusiasm but will not have time to read about it in minute detail. Choose the two or three most important and memorable points you wish to make and keep it brief.
- **Don't overuse it.** Showing your enthusiasm for the job is one thing. But over blowing it can be transparent and may lead an employer to question your judgment. Be interested and positive, but genuine.
- **Be professional.** Even if your interview felt friendly and casual, be cautious of adopting too familiar a tone in your thank you letter. Maintain a professional image in your letter, including the use of proper language and formatting. Leave off the smiley faces and casual phrases or abbreviations.
- **Be prompt.** If you wait too long after your interview, the employer may have already made their decision as to which candidate they plan to hire. The sooner you send the letter the easier it will be for the employer to remember who you are. If it arrives a week later, the meaning is lost.
- **Quality stationery.** Thank-you notes following an interview should be printed out on quality stationery with letterhead matching that of your resume. Remember to sign it!
- **Email.** If you e-mail a sentiment of gratitude, follow-up with a thank-you note or card in the mail.