

Thank You Notes

The thank you note is a very important step in the interview process. It could make the difference between receiving an offer or not. **It should be sent within 24 hours after your interview.** Be sure to keep it short and to check your spelling, grammar and typing! **Thank you notes are now first sent by email and then followed-up with a printed note sent by regular mail.** In the letter, thank the interviewer for meeting with you, reiterate your enthusiasm for the position and employer, and reinforce your strengths. Try to personalize the note based on your discussion with the interviewer. Remember that this is another opportunity for you to demonstrate your communication and presentation skills. **Save copies of all correspondence for your records!**

ABC's to Enhance Your Thank You Letter: Review Summary

APPEARANCE:

- Font Type: Basic and easy to read (Ex. Arial, Cambria, Calibri, and Times New Roman)
- Font Size: 11-12 point font
- Paper: Use heavy bond paper in a professional color, such as ivory, cream, or white
- E-mail: Include a professional e-mail (preferably your Baruch email address or one that uses your first and last name)

BASIC FORMAT:

- Length: Thank You Letter should be a half to one page long
- Spacing: Single space; skip one line between paragraphs and/or sections
- Consistency: Indenting _____ State Abbreviations _____ Margins _____
- Method of Delivery: Email _____ Business Letter _____
- Suggested Style: Bulleted _____ Non-Bulleted _____
- Complete Address: Your address _____ Company's address _____
- Greeting: Dear Mr./Ms./ Dr. _____

CONTENT:

Introduction:

- Did you mention the name of the position and company?
- Did you use correct company name? (Double-check – to avoid embarrassment!)
- Did you thank the interviewer for his/her time and consideration?
- Did you mention the day/date of interview (ex. yesterday, this morning, Tuesday)?

Middle Paragraph:

- Did you emphasize your interest in the job?
- Did you exhibit your interest in what the interviewer was saying by reiterating some of the information the interviewer mentioned during the interview (ex. the history or philosophy of the firm, the tasks you would be doing if you got the job)?
- Did you summarize your related skills/qualifications based on the interviewer's description of the job?
- Did you include any relevant experience or skills you neglected to mention in the interview
- Is your tone confident? _____ Eager? _____ Enthusiastic? _____

Conclusion:

- Did you thank the interviewer for his/her time again?
- Did you mention the next step in the process (if applicable)?
- Did you give the employer your contact information again in case you could be of future assistance?

Importance of Sending Thank You Letter

The thank you letter is essentially your final chance to explain why you are a good candidate for the position before a decision is made. This is also your opportunity to stand out from the crowd of applicants and make a good lasting impression. It also shows your interest, professionalism, and ability to write proper business correspondences.

Additional Thank You Letter Tips

During Interview:

- At the conclusion of the interview, be sure to ask the interviewer for his/her business card. This way, you will have his/her contact information. If for some reason the interviewer does not have a business card handy, politely ask him/her for his/her email address.

After Interview:

- After your interview, jot down important points that were discussed while they are still fresh in your mind, so you can include them in your thank you letter
- After your interview, follow up promptly (preferably within 24 hours) with a typed thank-you letter in a standard business format.
- Since the thank you letter is simply a follow-up, keep it short, targeted and simple.

Group Interviews:

- If you were interviewed by several employers, be sure to write a separate thank you letter for each interviewer. For the most part, the content can essentially be the same, but individualize the letters by targeting at least a sentence or two to each interviewer based on something each individual said during the interview.

Proofreading Thank You Letters:

- Proofread your letter to ensure the following: (1) there are no spelling or grammatical mistakes and (2) you included the correct name, title and address for each interviewer.
- It is always a good idea to have a second person proofread your letter and give you constructive feedback.

E-mailing:

- When e-mailing a thank you letter, type it in a word processing program, such as MS Word, and attach document to e-mail before sending. In addition, copy and paste the letter into the body of the e-mail and send the letter to yourself before e-mailing interviewer to ensure format does not get distorted.

Thank You Note Format

Your Address

Date

Mr./Ms. Name of Interviewer

Title

Company Name

Address

Dear Mr./Ms. Name of Interviewer:

1st Paragraph: Thank the interviewer for his/her time and consideration. You may also express how much you enjoyed the meeting and learning more about the position at his/her firm.

2nd Paragraph: Sum up some important accomplishments, skills and qualifications you possess which make you a good candidate for the position. Be enthusiastic and sincere with your comments. The notes you jotted down after your interview will help you formulate comments for this second paragraph.

3rd Paragraph: Thank the employer once again for his/her interest in you as a candidate. You may also write something to the effect of "I look forward to learning of your decision" or "I am excited about gaining more knowledge in the field of advertising" or "The position at your firm sounds like an exciting opportunity."

Sincerely,

Your Name Typed

(Don't forget to sign your name before mailing the letter and keep a copy for your records!)

Sample Thank You Letter: Print Format for Interview

4407 Jobhunter Lane
Rockville, NY 10587

August 25, 2011

Ms. Penny Python
Animal Rescue Foundation
5648 Canine Court

New York, NY 10020

Dear Ms. Python:

Thank you very much for taking the time from your busy schedule last Friday to interview me for the internship position at the Animal Rescue Foundation. After our meeting, I am convinced that your organization is an excellent place for me to learn about nonprofit management, my long-term career goal.

As you may remember, I have skills in desktop publishing and news writing and would be able to write press releases as well as work on your newsletter. I was pleased by your interest in my ideas for an updated office brochure and flyer. I believe I can make a contribution to the Animal Rescue Foundation while I learn as much as possible about how the organization is administered.

Please let me know if I can provide you with any additional information about my background or goals. I can be reached at 718-123-4567 or frankfeline@yahoo.com. I look forward to hearing from you soon.

Sincerely,

Frank Feline

Sample Thank You Letter: Email Format for Interview

Date: Friday, 6 August 2008 09:32:16 -0700 (EDT)
From: Allison Accountant [allison.accountant@baruchmail.cuny.edu]
Subject: Thank You for the Interview
To: ming.wong@supertax.com
Content-Type: text/plain; charset=us-ascii

Dear Mr. Wong:

Thank you for meeting with me this afternoon. I truly enjoyed the opportunity to learn about Supertax, Inc. and how the company is helping clients meet their income tax filing needs via affordable and friendly services.

During our discussion, I mentioned that I was an IRS-trained volunteer for VITA (Volunteer Income Tax Program) and I helped to market our free services to lower-income families by creating flyers and passing them around the neighborhood. I also suggested to our site coordinator that we place ads in various local newspapers which contributed to a 10% increase in the number of tax returns we processed. I believe that with my marketing skills and experience, I can help Supertax, Inc grows its client base in the upcoming tax season.

Once again, thank you for your time and consideration. Please do not hesitate to contact me if you have further questions about my experience and qualifications. I can be reached at 212-222-2222 or by email. I look forward to hearing from you soon.

Sincerely,

Allison Accountant