

Thank You Letters/Notes

Thank you letters are used to express appreciation to the interviewer and allow you to reiterate your interest in the company. Thank you letters strengthen your candidacy and are essential, not optional. Some employers will rule out candidates who do not send a thank-you note.

A thank you letter should be mailed or e-mailed within 24 hours of the interview to each person that interviewed you. While a handwritten note on professional stationery is appropriate and preferred, it's most important that the letter be sent in a timely fashion as hiring decisions may be made quickly. Thus a well-written e-mail is acceptable.

The most important components of a thank-you note are to:

- 1) Thank the interviewer for taking time to meet with you
- 2) Reaffirm your interest in the position, alluding to the discussion at the interview
- 3) Briefly emphasize your skills – based on what you learned about the position in the interview
- 4) Clarify information or cite additional qualifications that you may have not mentioned during the interview, though keep in mind that the note should only be a few paragraphs.

Even if you don't want to pursue the position, you should always send a note to thank the interviewer for his/her time and consideration of your candidacy. It's important to leave a positive impression, for you never know if a more suitable role will come up in the future and you will be considered.

SAMPLE THANK YOU LETTER

Your Name

Your Address

City, State, Zip

Dear Mr./Ms.,

I appreciate you taking the time to speak to me about the _____ position with _____ . I am excited about the possibility of working with you if given the opportunity.

The employment, as you presented it, seems to be an excellent match for my skills and interests. I am confident that my prior experiences will enable me to be a productive member of your team. In addition to my enthusiasm, I will bring to the position a willingness to learn and grow.

I am very interested in working for _____ and look forward to hearing from you. I also understand as you noted that I have a full schedule. However, I am willing to step down from one of my current roles to take advantage of this wonderful opportunity. If I can provide you with any additional information, please let me know. I can be reached at (347) 555- 5555 via email at johndoe@yahoo.com.

Thank you for your consideration.

Sincerely,