



THANK YOU LETTER

No interview is finished without a follow-up. Now is the time to be on top of the list of applicants!

There are several advantages to writing a thank you letter after your interview.

- The interviewer gets another look at your name and a reminder of your qualifications.
- You have the opportunity to mention anything you thought of after the interview that is important to the employer.
- You make another chance to show your responsibility, your personality, and your initiative.
- This is another opportunity to express your interest in and enthusiasm for the job.
- You may restate your understanding of the next step in the process.
- You may pleasantly surprise the interviewer with your sophistication in job seeking.

Even if there was no job available or your qualifications weren't suitable for the particular position for which you interviewed, a thank you letter will make a positive impression on the interviewer. This could pay off in the future.

The thank you letter, just as all written communications with employers, should be typed on high-quality white paper with correct grammar, spelling, and form. The letter should be mailed within a day or two of the interview.



Thank You Letter Guide

Date

Your present address
City, State, Zip Code
Phone Number

Name of Interviewer
Position or Title
Name of Organization or Company
Address
City, State, Zip Code

Dear Mr. or Ms. Interviewer

1st paragraph: Express thanks for the interview; name the date of interview, and the title of the position for which you are being considered. Describe your feelings about the interview, the organization, and the position. State your interest in working at that position.

2nd paragraph: Highlight your skills, interest, and abilities for that position by mentioning two or three of your strongest assets. Reinforce your beliefs that agree with the company's goals or direction.

3rd paragraph: Bring the letter to a close and review next steps. Mention that you are willing to give more information if needed.

Sincerely

Your handwritten signature

Type your name



Sample Thank You Letter
(Where applicant IS qualified)

October 24, 2009

523 4th Avenue East
Twin Falls, ID 83301
(208) 734-5099

Ms. Marcia Thompson
United Business Systems
1315 York Street South
Twin Falls, ID 83301

Dear Ms. Thompson

Thank you for the time you took with me on Monday afternoon, October 23, to discuss the electronics technician position. I enjoyed the interview and was excited to learn that United Business Systems is expanding. I would very much like to be part of that growth.

After talking with you, I feel that my comprehensive training with electronic systems and my ability to work well with people would be of particular help in your growth plans. In addition to my qualifications and experience, I strongly believe in continuing education as a necessity to keeping on top of technological changes. I would look forward to the training opportunities that you offer at United Business Systems.

Thank you for your consideration. I look forward to hearing from you on Friday, October 27, as you mentioned. If there are any more questions I may answer, please call me.

Sincerely

Thomas Jenkins

Thomas K. Jenkins



Sample Thank You Letter
(Where applicant is NOT qualified)

July 26, 2009

8003 Rimview Lane
Twin Falls, ID 83301
(280) 734-9372

Mr. John T. Reilly
Personnel Interviewer
Whittaker, Inc.
876 Martin Street
Twin Falls, ID 83301

Dear Mr. Reilly

Thank you for your time on the afternoon of Monday, July 24. I enjoyed our discussion about the word processing position and about Whittaker, Inc.

I was impressed by your company's word processing setup. I am definitely disappointed that my qualifications at this time do not meet your requirements. Our discussion has provided me with even more motivation to further my training.

I plan to stay alert to job openings for which I would be qualified with Whittaker, Inc. I hope you will keep my résumé in mind should something suitable develop.

If you have any further questions, feel free to contact me.

Sincerely

Jesse Wong

Jesse Wong



YOU'RE HIRED, NOW WHAT?

There is a good chance that you will not know everything on the first day! Your employers and the people you will actually work with also know this.

Whoever is showing you the place and procedures should also know that it is not possible to absorb everything at once. So whatever doesn't stick the first time should not be an embarrassment to you. Rather than worry or blunder through on your own, ask questions to clarify the process.

Your new job is not just the place you work—it is a new personal contact situation. Know in advance that there will be days that go well and others that will not. As the new person, you will want to take cues from others as to how they wish to be treated and to learn what is acceptable and not acceptable in the work-place/office/shop/plant.

Take time to assess the social and political climate of the organization. Avoid cliques that seem to exclude the interests of the majority.

Why attach yourself before you really know the social organization of the place? You could miss out on knowing some fine people. Be your own person, look carefully at your new co-workers, imitate good qualities, and avoid copying bad ones.

For those first months on any job:

- Be flexible
- Develop humility
- Keep a low profile



HINTS FOR JOB SUCCESS

Please Do:

- Be on time. Reliability is the first measure of employee value. Tardiness and absenteeism are the foremost of employer dissatisfaction measures.
- Dress neatly and appropriately. Check to see if the company has regulations or a dress code.
- Ask your supervisor if you have questions about the job.
- Take your responsibility seriously.
- Cooperate with your co-workers.
- Set standards and goals for your work experience. Show enthusiasm for your work.
- Be careful with company property.
- Observe company rules and procedures.
- Follow instructions carefully.
- Be honest.
- Keep neutral when it comes to company policies. It takes a lot of time to understand situations fully. Listen carefully.
- Treat agreements made as commitments and keep all of them with supervisors, managers, or fellow employees; for example, to call in, show up at certain times, pick up goods, make arrangements or make contacts.
- Keep cool with difficult employees.
- Be friendly, but careful. Don't identify yourself solely with the first person or group who befriends you. Avoid emotional involvement with people at work.

Please Don't:

- Loaf on the job.
- Take long lunch hours or breaks.
- Come on too strong with your new boss. Don't jump to a first name basis unless the boss asks you to.