

The Thank You Letter/Email

After the interview, one vital piece of correspondence lies between you and your potential job: The Thank You Letter/Email. By sending a thank you note to potential employers, you are showing professionalism and appreciation for the opportunity they have extended to you.

What should the thank you letter/email say?

- Thank the interviewer for his or her time
- Reaffirm interest in the position and enthusiasm for the company
- Mention details discussed with the interviewer
- Add a relevant point you may have left out during the interview

When is a thank you letter/email appropriate?

- After every job interview
- After every informational interview
- After a job fair
- After someone has helped you (i.e. referred your resume to someone, helped you network)

When should the letter/email be sent?

- Try to get your letter in the mail or get an email out within 24 hours of the interview or meeting.

What are some ways to make my letter/email stand out from the other candidates?

- Address a topic of particular interest that arose during the interview, especially where the topic reflects favorably on your job-related skills and strengths.
- Re-emphasize a skill or strength in which the interviewer expressed interest.
- If the interviewer had concerns regarding your skills or education, address them in greater detail than was possible during the interview.
- Feel free to be yourself and let your personality come across in the note.

Additional Tips:

- Ask for a business card or write down the interviewer's title and proper spelling of his or her name before leaving the interview site.
- Keep the note brief and to-the-point.
- Carefully proofread your note and perhaps have another person review it, as well.
- If sending a note in the mail, use matching stationery of your cover letter and resume, or hand write one for a personal touch.