Thank You Notes

The job interview is not over when you leave the meeting. You have one more chance to impress the employer. Follow up the interview with a thank-you letter.

Send a thank-you letter or note to each person who interviewed you. Your letter should have these main ideas:

- Thank you notes, whether handwritten or printed, must be clear, concise, and legible.
- Send the note promptly and be brief.
- Address a person by name and title.
- If interviewed by a panel, send a note to each person.
- Provide examples of information you retained from your meeting or conversation, people are always impressed when someone remembers something specific that was said.
- Briefly mention any information you didn't get a chance to state in the interview, emphasizing your most important skills for the job.
- Tell them when and how you will follow up.

If you told the interviewers that you would give them added information, make sure that you do. Keep track of when you said you would contact this employer to find out if you were hired. Don't forget to make that contact.

Examples of thank you notes are below.

Thank You Note Example 1

Dear Ms Business,

Thank you for taking the time to discuss the accounting position with me. It was a pleasure meeting you and Mr. Jones. ABC industries sound like the perfect place for me to use my skills, especially since you use the WXY system, the same system I have been supporting the past three years. My proven track record and accomplishments with cost-effective systems can be an asset to your company.

Again, thank you for your consideration. I will contact you sometime next week to follow up on the hiring decision. I look forward to the possibility of joining your staff.

Sincerely,

Joe Jobseeker
Thank You Note Example 2

Dear Mr. Business,

Thank you for the opportunity this morning to discuss the secretarial position. Our conversation gave me a better understanding of ABC company and the requirements of the job. The additional information from Mr. Maxim and Ms. Kather was helpful in gaining a better perspective of the position.

My strong office and interpersonal skills will definitely make a contribution to your company. I am proficient in all computer software packages you use, and I feel I possess the customer service experience you want.

I enjoyed meeting the office staff and touring the facility. This is clearly a quality organization with an emphasis on efficiency and a dedication to teamwork. I would consider it a privilege to join your team and will contact you next week to inquire about the hiring decision.

Again, thank you for your time and consideration,

Sincerely,

Amy Applicant

Follow up
- After you have sent a resume to an organization.
- After you have been interviewed for a job.

It shows interest, organization, and that you are on top of things.
The person who lands the job is not necessarily the only who is the best qualified, but rather the one who knows the most about how to get hired!

It is not what you know, but who you know!
The jobs are out there. If you can’t find one:
- Re-think your job search style. Are you searching in six different ways?
- Re-think your objective.
- Re-polish your skills.
- Get results!

Cut Yourself Some Slack
- Do your best.
- Don't take things personally.
- Interviews are a learning experience.
- Practice makes perfect.