

Thank You Letters and Notes

It is important to say "thank you." In addition to being the right thing to do, every "thank you" is an opportunity to sell your qualifications and leave a positive impression on the reader.

Send a thank you letter or note to employers, employment contacts and references whenever they have extended themselves. This includes after a job or informational interview, when someone gives you a referral or information, or whenever someone takes time to help you.

The best approach, letter or note, will depend upon the circumstances, personal style and preference. The best strategy is to select the approach that best serves the immediate need. The thank you letter should follow a standard business letter format, while the note may be a simple, handwritten note or card. The situation and your personal style will determine which you send.

A written thank you letter or note should be sent after all interviews. This is your opportunity to make one more impression before the decision is made. Send a written thank you letter even if you're turned down for a job. Let employers know that you appreciate their consideration, and you'd be interested in future opportunities.

Points to Consider

- 1 Write a thank you letter or note no later than 24 hours after the interview.
- 2 Be brief and to the point. Note the job you interviewed for, and also list the date of your interview.
- 3 Always address a thank you letter to a person by name and title. Include your personal calling card if you have one. If there are multiple people, such as a panel interview, send a separate thank you to each person. When sending more than one thank you letter, vary each letter. When thanking a potential employer, restate your interest in the position and the employer.
- 4 Briefly include any pertinent information you failed to mention earlier. Be sure to reemphasize your most important qualifications and skills for the job. Try not to start consecutive sentences with the same word.
- 5 Offer to come in for another interview or to provide more information if needed.
- 6 Make it a point to tell the person when and how you will be following through.

Basic Parts of a Thank You Letter or Note

Statement of appreciation

Expressions of interest in the job

Brief restatement of qualifications/skills

An opportunity to add additional information you failed to mention

Final "thank you"

Date and time you will follow-up as previously agreed

Sample Thank You Letter

1234 Howard Street
Ellicott City, 55555