Thank You Letters and Notes

Every thank you letter is an opportunity to sell your qualifications and to leave a fresh impression in the mind of the reader. Send a thank you letter or note to employers and employment contacts whenever they have extended themselves in any way on behalf of your job search. At the minimum, a written thank you should be sent after all interviews.

Thank You Letter Points to Consider

* Be brief and to the point.
* When thanking a potential employer, restate your interest in the position and/or company.
* Help the employer remember you. Add and summarize your best qualifications for the job.
* Always plan your follow up. Make it a point to tell the person when and how they can expect to hear from you in the future.
* If there are multiple people involved, such as with a panel interview, be sure to thank each person.
* The thank you is an opportunity to restate qualifications. Include any pertinent information you failed to mention earlier. Be sure to reemphasize yours skills and abilities.
* Send letter in time, it’s important it arrives at least a couple of days before the hiring decision deadline.

Basic Parts of a Thank You Letter

1. Statement of appreciation for the interview.
2. Expression of interest of employment.
3. Brief restatement of qualifications
4. Final “Thank You”

Sample Thank You Note

Dear Mr. ABCD

Thank you for the interview for the account position today. I appreciate the information you shared with me and enjoyed meeting Ms. DEFG from the Accounting Department.

My interest in working for GHIJ Industries is stronger than ever, and based on your description of the position, I know I can do a good job for you.

I will contact you by Tuesday of next week to learn of your decision.

Sincerely,

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