

Thank You Note

Once you finish a job interview, you are likely to sigh with relief that the pressure is off of you and you have done all you can. However, you still have one more task to complete to make you the ideal candidate. Thanking the hiring manager for his or her time is a simple courtesy and can go a long way to demonstrate a sincere interest in the position and company. In fact, according to a survey by online job-matching service, The Ladders[®], 75 percent of interviewers said receiving a thank you note from a candidate affects their decision-making process. Below are some guidelines for writing the perfect thank you note, and an example of a well-written note is on the following page.

Tips:

- Do NOT write the note ahead of time. The note should reference portions of the conversation you had, which is impossible if you write the note ahead of time. A prewritten note will not be genuine, and an obviously insincere note may be worse than no note at all.
- Be sure to mention the position for which you interviewed. Reiterate why you are the best person for the job, and include specific examples which were discussed during the interview.
- Keep the note brief. Two to three paragraphs is an ideal length, and more than one page is never necessary.
- Personalize the note by including references to the interview conversation. If you discovered you have something in common with the interviewer during the conversation, you may consider mentioning it in the note.
- Consider including your plans for your future at the company. Suggest tasks you are excited to take on or accomplishments you hope to achieve. However, if you do this, be sure to be familiar enough with the position that your statements are realistic.
- When choosing a format, keep the company culture in mind. You may decide a typed formal business letter is best or you may want to go with a more informal hand-written greeting card. E-mail is another option and may be the most appropriate, but be aware that because it is easiest, it is most likely to be duplicated by other applicants. Some people even recommend sending an e-mail immediately after the interview plus sending a letter or card via mail.
- Double- and triple-check the note for grammatical and spelling errors. Mistakes in the follow-up note could easily ruin the great impression you made during the interview.

Thank You Note

Sample Thank You Note:

Dear Ms. Powell,

Thank you so much for taking the time to meet with me yesterday about the open sales position at ABC Sports Company. I really enjoyed talking with you, discovering our mutual love of baseball, and learning more about this exciting opportunity.

After our conversation, I feel confident about my ability to thrive in this role and contribute to success of ABC Sports Company. My extensive experience as a sales representative and considerable knowledge of sports products will certainly prove valuable. In addition, I believe I can bring a creative and innovative perspective to your already strong sales team.

I am very enthusiastic about enhancing your business and increasing sales through my previously established relationships with customers throughout the region. If you have any questions or need any more information, please do not hesitate to contact me at jennysmith@domain.com or 123-555-6789. Again, it was a true pleasure meeting you, and I look forward to hearing from you soon.

Thanks again,

Jenny Smith