

THANK YOU NOTES

A thank you or follow-up letter can make all the difference in the world. You've got between 24-48 hours after the interview for when you should send (or hand deliver) a thank you note—especially if they express that they are making a quick decision.

- Thank you letters can be hard copy typed, handwritten, or e-mailed.
- Hard copy not-handwritten are most formal and are appropriate after an interview.
- Handwritten are more personal and can be appropriate for brief notes to a variety of individuals you may have met during an on-site interview.
- E-mail is appropriate, particularly as a supplement (i.e. do both e-mail and hard copy) when that has been your means of contact with the person you want to thank.
- If you use email, do NOT send the same email message to everyone you interviewed with. Make each message unique and send each to only one individual.
- Do not assume you know who is most important and write one thank you, only to them. If you misjudge, it will not work in your favor. Do not take that risk.

DO:

- Highlight what the employer liked about you.
- Cover positive information you wish you had said in the interview.
- Express your skill in areas that the employer showed concern over.
- Keep the message short.
- Proof read! Preferably have someone else proofread it before you send it.

DO NOT:

- Send generic or canned thank you letters.
- Fax thank you letters.
- Claim experience or qualifications you don't have.
- Hand a sealed thank you letter to the employer at the end of the interview.
- Forget to sign it.

Note: You can also follow up after speaking with an employer at a career fair. The employer might have given you instructions to do something (research, follow-up later, apply on the employer's website, etc.). A letter/e-mail to follow-up is a good way to show initiative and continued interest. You can also simply thank the employer for their time speaking with you; perhaps they gave you advice you found helpful (if so, be specific).