

Thank You Notes

Make an impression after you interview

A thank you or follow-up letter can be the difference between getting a job offer and not. According to a recent survey of HR manager from Accountemps, **only 28% of applicants write a thank-you message following an interview.** You've got between 24-48 hours after the interview to send (or hand deliver) a thank you note—especially if they express that they are making a quick decision. Set yourself apart from other applicants and make this important connection with your potential employer!

THE BASICS:

- 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.
- 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:

- Send a unique thank-you to each individual that you interviewed with.
- 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).