

Interview

Thank You Notes

THE BASICS

Sending a brief letter or note of thanks following an interview to convey appreciation for the opportunity is often overlooked. Some sources estimate only 10% of interviewees send a thank you letter.

The format of the thank you depends on the organizational culture. A formal business letter (typed, printed out, and mailed) is standard and always appropriate. Email may be appropriate if a decision is to be made quickly or if most correspondence has been via email, but an email can be perceived as less effort on your part. A "Thank You" note card with a handwritten message inside is always acceptable.

- Use the thank you note to reiterate your interest in the position, to clarify or include information that may not have come up in the interview, and to emphasize your qualifications for the job.
- The letter should be brief and to the point. The main point is to say "thank you" for the interview.
- The letter should be sent within two days of the interview.

TIPS

- You should send letters to everyone in the organization who interviewed you. This can include the human resources manager, the hiring manager, and anyone else who spent a significant amount of time with you during the interview process.
- If you are unsure of names or titles, look them up on the website or call the organization to verify. You can also collect business cards and/or contact information after the interview.
- This is another writing sample – there should be no spelling or grammatical errors.
- Refer to the position by name. Human resource managers may be interviewing people for several positions simultaneously.

WHAT TO WRITE ABOUT

- Express your sincere interest in the position.
- Thank the interviewer for their time, the opportunity, the information, and their consideration.
- As in your cover letter, convey enthusiasm for the position.
- The note can be an opportunity to supply additional information that did not come up in your interview, or to clarify issues that you feel you did not adequately address.
- Close the communication by reiterating your appreciation, and offering any additional information if the interviewer has further questions.

SAMPLE THANK YOU LETTER

Claudia Russo
123 Lorraine Dr.
Champaign, IL 61820

February 1, 20XX

Bruce McRae
Chair, Languages Dept.
Coe College
1220 First Avenue NE
Cedar Rapids, 52402

Dear Dr. McRae:

It was a pleasure speaking with you last Friday regarding the Assistant Professorship in Peninsular Spanish culture and literature. I wanted to let you know that I enjoyed meeting you and appreciate the time you took to interview me, particularly during such a busy time of year. I am excited about the opportunity to teach at Coe College, and I find the prospect of organizing a new study-abroad program an exciting challenge.

If you any further questions about anything we discussed during the interview, or something that appears on my CV, please do not hesitate to contact me at 217-333-5555. I look forward to hearing from you.

Sincerely,

Claudia Russo

NOTE

If you neglected to mention important experience or would like to address any weaknesses, you may do so in an additional paragraph.