

Thank You Letters are Important

It's always important to say thank you after a job interview and after a second interview. It's also important to thank everyone you interviewed and everyone who assisted with your job search. If there was something that you wish you had mentioned during the interview, here's your chance to say it by including it in your thank you letter. Thank you letters can be handwritten, typed or sent via email. Each thank you letter should include a thank you for the interview, your interest in the job, and your qualifications and skills. If you are not sure whether you should thank someone, think positively and spend a few minutes saying thank you. Here are some tips on who you should thank and the best way to thank them.

Timing

Send out your thank you letters as soon as possible (preferably within twenty-four hours) after your interview.

If time is of the essence say thank you by email. Less than 4% of applicants send thank you notes, so, use your letter as a way to stand out from the crowd and make a good impression. However, remember some employers do not accept thank you letters. Keep your thank you letters short and simple, but, do use the letter to reiterate your interest in the job, your enthusiasm for the company and to sell yourself as the ideal candidate.

Group Letters

Are individual notes appropriate or should you write a group letter? Choose your approach based on what you think will be most in keeping with the personality of the organization.

Proof Your Letter

Spell check and proof your thank you letter. Then ask someone else to proof it for you. That way you will be sure it's perfect.

Your Name
Your Address

Date

Name, Title
Organization
Address

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you about the assistant account executive position at the Smith Agency. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. My artistic background will help me to work with artists on staff and provide me with an understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker. This experience helped me to develop my secretarial and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Your Signature

Your Name