

THANK YOU NOTE – AFTER THE JOB INTERVIEW

- Send via e-mail
- Within 24 hours after your interview
- Send to all the members of your interview committee

View Your Thank You Letters as Sales Letters

When you write a thank you letter after a job interview, it's important to include information on why you are a strong candidate for the position.

Your thank you letter is an opportunity to reinforce your candidacy for the job as well as to show your appreciation for the interview. Here's how to format a thank you letter, so you make the best impression.

You may also view your thank you letter as follow-up "sales" letter. In other words, you can restate why you want the job, what your qualifications are, how you might make significant contributions, and so on. This thank you letter is also the perfect opportunity to discuss anything of importance that your interviewer neglected to ask or that you neglected to answer as thoroughly, or as well, as you would have liked.

Example

Dear Ms./Mr. Smith -

I would like to thank you for taking time out of your busy schedule to meet with me this morning. It was a pleasure speaking with you and I thoroughly enjoyed our discussion regarding (NAME OF COMPANY) and learning more about the (JOB TITLE) opportunity.

As we discussed, I believe my past work/academic experiences in (OUTLINE YOUR SKILLS) would facilitate a seamless transition and allow me to make an immediate and positive impact. I hope to have the opportunity to make a valuable contribution to the continued success of the business.

Thank you again for your time and consideration. I look forward to hearing from you in the near future.



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