

## The lost art of interview follow-up -- writing a thank you note

Want to set yourself apart from other applicants in a competitive job market? Would you like an opportunity to reinforce why you are the best candidate for a position? Write a thank you note.

Sending a thank you letter following an interview gives you the opportunity to emphasize your interest in the position and reminds the interviewer of your strengths and why you are the best candidate for the job. It also communicates that you are appreciative of the time the interviewer took to discuss the opportunity with you, a step hiring managers appreciate and will remember.

### Tips:

- Be prompt; send the thank you within two days.
- In most cases, an email thank you is acceptable. If your interview is for the final round, it is best to send a quick email thank you and then a traditional letter.
- Customize your letter for each interviewer. If you interviewed with multiple people ask for their business card at the end of each interview. Make each thank you unique.
- Be specific and include details from the event.
- Start by thanking the interviewer for meeting with you.
- Express your interest in the position and company.
- Identify your strongest selling points and how they will allow you to make contributions to the position.
- Cover any key points you forgot to mention during the interview.
- Keep it brief, no more than a few paragraphs are sufficient.
- Close your thank you letter with repeated thanks and appreciation for their time, expressing your interest in the position, and indicating you hope to hear from them soon.
- Proofread your message before you send it. Keep a copy of each thank you for yourself.

### Sample thank you:

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr. Smith,

Thank you for meeting with me yesterday to discuss the project management position at XYZ Company. The position seems to be an excellent match for both my skills and interests. The fast-

paced and dynamic working environment you described fuels my enthusiasm and desire to work with your group. In addition to my attention to detail and ability to simultaneously handle multiple tasks, I bring strong communication skills and an assertive, positive attitude. I am certain my skills will allow me to make immediate, positive contributions.

I am very interested in working with you and I look forward to hearing from you soon regarding the project management position.

Thank you again for your time and consideration.

Sincerely,

Jane Smith