

# Thank You Notes

A handwritten thank you note is your personalized acknowledgement of the time and effort the recruiting team has dedicated to your candidacy. If you choose to e-mail an employer a thank you note prior to sending a handwritten one, be sure the content in both notes is different.

## Thank You Notes

If you are concerned about the legibility of your handwriting you can type a note on resume stock paper. If you are confident in your handwriting use a note card. After each interview, ask for a business card. Once you have left the organization, take a minute to sit down and make a few notes about the experience. This will help you customize each thank-you note to each individual interviewer. Many recruiting days include multiple interviews. You do not want to send a template thank-you note to all. A thank you note gives you the additional opportunity to reinforce a point from the interview or follow up on a question you were not able to answer during the interview. A thank you note should be timely and sent within 48 hours of the interview.

## Thank-You Note Checklist

- Keep it to 3-5 sentences.
- Thank the interviewer first!
- Express enthusiasm.
- Reinforce an idea or address any unresolved questions.
- Personalize it. Highlight a key point from your interview that will make the interviewer remember you.
- Reiterate your expertise and interest.
- Proofread. Check for spelling and punctuation errors.

February 13, XXXX

Dear Ms. Jobs,

Thank you for the opportunity to meet with you yesterday. I enjoyed talking with you and Mr. Troutman about the future of Heartland Candies and my possible future there. The visit has increased my interest in the marketing position we discussed and assured me of my ability to provide you with an immediate contribution.

Thanks again for your time. I look forward to hearing from you soon.

Sincerely,  
Tommy Trojan

*Example*

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