

THANK YOU LETTER

After every interview, it is strongly recommended that you send a thank you letter to the interviewer. The main purposes of the thank you letter are to:

- Thank the employer for the opportunity to meet and interview with him/her.
- Highlight the important things you learned about the organization or position from the interview and indicate why you were impressed by those highlights.
- Briefly reiterate why you feel that you are an excellent match for the position.

Send Thank You letters to Anyone Who Has:

- Referred you to employers or written recommendation for you
- Offered you a position or interviewed you for employment
- Rejected you for employment (keep in mind, they may keep your resume on file and consider you at a later point for a position that meets your skills and experience)
- Provided you with general information

Timing & Length

Try to send the letters within 24 hours of the interviews, a maximum of two days later. Keep it to a brief page. Don't stress over it too much – it's more important just to send a short note quickly than to delay doing it for days.

Personalize Each Letter

When interviewing with several people at one organization, take a few seconds between interviews to jot down some notes about each conversation. Use these notes when writing individualized thank you letters to each interviewer. When sending letters to several people at an organization, each letter does not need to be completely different from the rest. But don't send identical letters to several people – your letters will generally all end up in your file in the Human Resources department.

Email vs. Handwritten

Career experts are not in total agreement about the propriety of e-mailing a thank you, but again, the company's culture should guide you. If people in the company use e-mail heavily, your e-mailed thank you will seem right in step. It's also a fast solution if you know the company will be making its hiring decision quickly. Even if e-mail fits in with the company culture, however, it's a good idea to follow up your e-mailed thank you with a hard-copy version. If you want to send a hard copy, type it if you have any questions about the legibility of your handwriting.

Sample Letter

Date

Suzy May, Manager of Public Relations Department
Any Corporation
1234 Any Street
Anytown, MA 02124

Dear Ms. May:

Thank you for allowing me to interview for the Administrative Assistant position in your department at Any Corporation. I appreciated the opportunity to meet with your staff and to learn more about your company and its offerings. The position is exciting and seems to encompass a diverse set of responsibilities and challenges.

I believe that with my experience and skills, I would be able to contribute significantly to your organization. I look forward to hearing from you in the near future. If you need further information please feel free to call me at (617) 555-0000 or e-mail me at crh@aol.com.

Sincerely,

Sample Student