

Thank You Note

1. By sending a thank-you note, you show your interviewer common courtesy and respect. Unfortunately, in our busy and often impolite world, we simply don't acknowledge each other's time, efforts and commitments. So in sending a thank-you note, you tell your interviewer in no uncertain terms that you appreciate the time he has given you. After all, he had to give up part or all of the day to be with you, and expend effort learning more about you and what you have to offer.
2. So few job applicants send thank-you notes that you automatically stand out if you do. It's shocking, but the majority of job applicants fail to send thank-you notes after their interviews. Why? Who knows? But the bottom line is that you wind up in a position to shine simply by putting forth the effort of sending a note. Strange, but true.
3. A thank-you note gives you an opportunity to reiterate points you made during your interview. Have you ever left an interview wishing you'd more strongly emphasized a certain skill or experience the employer seemed to be looking for? A thank-you note gives you the chance to do just that. After using the first paragraph of your note to thank your interviewer, you can use a brief second paragraph to touch again upon the key points you made in your interview. You can also use a similar strategy to clean up any interview rough spots you might have had -- i.e., to expand upon or clarify responses you felt were weak or shaky.
4. A thank-you note lets you make points you forgot to make in your interview. Sometimes after an interview, as you walk out to your car, you smack yourself on the forehead and say to yourself, "Why didn't I talk about _____?" Frustrating? You bet. But you can take care of the problem to some degree in your thank-you note. Again, perhaps in the second paragraph, you can say something to the effect of "After our discussion, it occurred to me that I forgot to tell you about _____."
5. A thank-you note demonstrates your written communication skills. In receiving and reading your thank-you notes, your interviewer will see firsthand how you handle yourself on paper. You'll be using similar skills every day with the company's potential clients, customers and vendors -- so the interviewer will be reading carefully to see how you come across in print.

Sample Thank You

Date Interviewer's
Name Interviewer's
Title Company Name
Street Address
City, State Zip

Dear Dr./Ms. Interviewer's Last Name:

It was a pleasure interviewing with you on (day/date) for the (name the position). I was impressed with the information you gave me during the interview about the position. I am excited about the potential of putting my skills and education to work at (name the company).

Recently, I completed my degree at Williston State College, I believe my education has prepared me for this position. My degree in (list program) has given me competencies in (list skills or classes ie: accounting, nursing, psychology). In addition, my past work experience (list a position) enabled me to be customer focused, organized and goal oriented. My education and past work experience is a perfect match for your position. Thank you for the interview and your consideration. I look forward to hearing from you.

Sincerely,

Jane Doe