

Thank you Note after the Interview



How to write a thank you note:

1. **Be Timely** - Try to send a thank you note, card or email within 24 hours of your interview. Something delivered demonstrates your enthusiasm, commitment, and adds a nice personal touch, but email is perfectly acceptable.
2. **Include all interviewers** – If there was a panel, try to address your note to everyone.
3. **Show Appreciation** - Be appreciative of the employers' time, the opportunity to interview and any information they shared with you.
4. **Be Specific** - Demonstrate you were engaged during the interview, and mention what impressed/interested you – particular questions, a discussion topic, information you received etc. If there is something you forgot to mention during the interview that you think is important, mention it in your thank you note.
5. **Show your enthusiasm** – Express your interest, enthusiasm and confidence that this is the perfect position for you!

Sample:

Dear Ms. Carter,

Thank you for the opportunity to interview for the Guest Services Manager position this morning. I wanted to confirm my enthusiasm for the position, and express how much I enjoyed meeting you and your team. You immediately made me feel at ease, and I enjoyed learning more about your services and organizational approach.

I was particularly interested to hear about the expansions you have planned, and feel confident that my strengths in customer relations, social marketing and organization will contribute to the successful launch of your new services.

Thank you again for your time. If you have any questions for me, please do not hesitate to be in touch.

Sincerely,

Candice

Candice Grayson
299-456-9876
c.grayson@royalroads.ca