



Thank You Notes

It is extremely important to remember to send a thank you to your interview committee. Often times it's a final opportunity to keep your name fresh with the hiring committee and to express one last time why you are the best fit for the job. Hand-written thank you cards sent through snail mail are still accepted, but thank you emails are becoming more popular due to today's fast paced society. See below for tips and examples on writing professional thank you notes that will ensure you're remembered.

Tips

- 1) Once you finish your interviews you **MUST** send thank you notes to each person you met with. The general rule is no later than 24 hours – if not sooner.
- 2) Stick to one paragraph and avoid being too wordy. Keep it simple!
- 3) If the hiring committee plans on moving quickly in the hiring process, consider sending a thank you email instead of a hand written card. Email is quick, efficient and completely acceptable in today's marketplace.
- 4) The idea of the thank you note is to show good follow through skills, another quick reminder of who you are, and that you took the few minutes out of your busy day to thank the manager
- 5) It's a chance to squeeze in one last selling point about yourself that you want to reiterate from the interview or share something about yourself you may have forgotten to while interviewing.
- 6) **Proofread, Proofread, and Proofread!**

Example 1:

Dear Mary –

I would like to thank you for taking time out of your busy schedule to meet with me this morning. It was a pleasure speaking with you and I thoroughly enjoyed our discussion regarding COMPANY and learning more about the JOB TITLE opportunity.

As we discussed, I believe my past work experiences in (OUTLINE YOUR SKILLS) would facilitate a seamless transition and allow me to make an immediate and positive impact. There is no doubt in my mind that COMPANY is where I want to be as I take the next step in my career. I hope to have the opportunity to make a valuable contribution to the continued success of the firm

Thank you again for your time and consideration. I look forward to hearing from you in the near future.

John Doe

818.111.2345

johndoe@domainname.com



Additional Examples

Example 2:

Dear John,

Thank you for taking the time to speak with me yesterday in reference to the JOB TITLE opportunity currently available with COMPANY. I am confident that based on my education, skills and direct experience within the INDUSTRY, I would immediately make a positive and valuable contribution to the team. I am extremely interested in this opportunity and look forward to continuing the interview process.

John Doe
818.111.2345
[johndoe@domainname.com](mailto: johndoe@domainname.com)

Blank Example:

Dear _____ -

Thank you for taking the time to meet with me yesterday regarding the opportunity at _____. After speaking with you, I am further convinced that my background and skills are an ideal match for the _____ position with the _____ department.

Following my visit to _____, I believe that the company atmosphere is one in which I could grow both personally and professionally. I am most particularly impressed by the company's philosophy of _____ based on outstanding _____.

If you have any additional questions regarding my skills or experience please do not hesitate to contact me. Again, thank you for your time and consideration and I hope to hear from you soon.

Name
Phone / Email

Resource: <http://www.wallstreetpersonnel.com/careerresources/interviewthankyounotes.html>