

THANK-YOU NOTES

for the Job Search

Sending a thank-you note to each person who assists with your job search is a professional courtesy as well as a wise career move. A thank-you note can reinforce a positive impression you have made during a networking event, information interview, career fair, or job interview. By thanking contacts and employer representatives, you are building your professional network.

Be timely. Send a thank-you message within 24 hours of a meeting or interview. It is important to acknowledge the career assistance you receive from all sources. You especially want to show a job interviewer that you are a serious candidate with excellent follow-up skills – before a hiring decision is made.

Handwrite or email? Take your cue from your previous communications with the employment contact. Recruiters generally respond favorably to brief, handwritten notes on high-quality paper. An email thank-you note is fine if time is a factor, which is often the case. Thank-you messages via text are not recommended.

Be brief. Your main goal is to express gratitude for your contact's time and personal attention. If you have interviewed for a job or internship, you want to reiterate your interest in the position. A short message is best.

Be flawless. Check your spelling and grammar. Ensure that you have the contact's name and title correct. If writing an email, print and preview the email before sending it.

Sample Handwritten Thank-You Note (avoid copying this note verbatim)

10/5/13

Dear Ms. Doe,

Thank you for taking the time to meet with me today. After speaking with you about the opportunity available at XYZ and meeting the marketing staff, I am even more interested in joining your team.

I was particularly excited to learn about XYZ's focus on group sales presentations. I feel I could be an asset to your organization in this area.

Again, thank you for your consideration. I look forward to speaking with you soon.

Sincerely,
Maria Torero

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Sample Email Thank-You Message

To: jdoe@xyz.com
From: mtorero@sandiego.edu
Subject: Thank you for the interview

Dear Ms. Doe:

Thank you for taking the time to meet with me today. After speaking with you about the opportunity available at XYZ and meeting the marketing staff, I am even more interested in joining your team.

I was particularly excited to learn about XYZ's focus on group sales presentations. As I mentioned, I developed my presentation skills by creating PowerPoint slides as an intern at ABC Marketing and by speaking to large groups as a USD campus tour guide. I feel I could be an asset to your organization in this area.

Again, thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Maria

Maria Torero
1234 Linda Vista Road #56
San Diego, CA 92110
(619) 260-1234
mtorero@sandiego.edu

Always include your contact information in your email signature.

Content ideas for thank-you messages

- Thank the interviewer for taking the time to meet with you
- Mention something positive that you learned in the interview
- Briefly summarize how your skills and experience qualify you for the position
- Restate your interest in the position

Connect with others by sending thank-you notes to:

- The recruiter in a job or internship interview
- Any other company representative you meet at a job interview
- A company representative at a career fair
- Contacts you meet for information interviews
- Faculty who write recommendations for you
- People who agree to serve as your references
- An intern supervisor at the completion of your internship
- People you meet at professional organization meetings
- The person sitting next to you on a plane who gives you job advice