

## AFTER THE INTERVIEW

**PURPOSE:** Thank-you letters do a lot more than just say thanks. They're also a second chance to highlight some of your most notable skills, qualifications and experiences as they relate specifically to the company and the position for which you interviewed. This is the chance for you to address any afterthoughts or weak areas in the interview. A well-written thank you letter can make the difference between being moved forward in the hiring process. Think about sending a thank you letter even if you may not want the job or are not under consideration. The hiring manager may end up as an important networking contact down the road. You may send a formal business letter, an email or both.

1. **Length.** If writing a formal business letter, try to keep your letter to one page and focused on strengthening your candidacy for the position.
2. **Share additional information.** Use your thank-you letter as a tool to highlight additional information that you did not mention during the interview. Post-interview, you'll understand much more about the company and the position. Leverage that information to highlight additional experiences, projects, successes, contributions and more in your letter so that you're not only saying thank you, but also sharing additional, relevant information.
3. **Overcome objections.** Use your thank-you letter as a tool to overcome any objections about your candidacy that were brought up during the interview. For example, if the company was concerned that you're not familiar with the local geography and business owners, focus your letter on the strength of your networking skills and your ability to establish instant presence and rapport within any market.
4. **Restate your interest in the job (or in another interview).** Speak up and demonstrate your interest in another interview or whatever the next step is in the hiring process. Mention something exciting that you learned about the company or the job during the interview. The responsibility is on you to keep the process moving forward.

### **Additional notes:**

1. Be sure to notify your references that they may be contacted by the employer.
2. Follow up with a phone call to the employer within a week to ten days, or after the time period discussed in the interview.
3. Continue to seek other job opportunities while you are waiting for a response.
4. Be patient!

## THANK YOU LETTER EXAMPLE

7 Greenway Court  
Eugene, OR 97401  
503-555-0303

June 1, 2013

Mr. James Anderson  
Brokerage Manager  
New York Investments, Inc.  
25 Sacramento Street  
New York, NY 94102

Re: Insurance Broker Position

Dear Mr. Anderson,

Thank you for taking the time to discuss the insurance broker position at New York Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that New York Investments retains its employees for so long. I feel I could contribute a great deal and would certainly enjoy working with you. In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on the insurance brokerage team, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

John Oakley



## Handwritten Thank You Note



Dear Ms. Mitchell,

Thank you for arranging the interview today. It helped me to gain a better understanding of how the medical records department functions.

I appreciate the discussion this morning, as it also helped me see how I could add value to the team. The medical records clerk position is aligned with my skills, experience and career goals.

Thank you again for answering my questions and for meeting with me.

Jane Smith  
555-123-4567