

## **THANK YOU NOTES**

No matter the type of job or title you're seeking, sending effective and thoughtful thank you notes after an interview will absolutely help you stand apart from other candidates being considered as a new hire. Now's the time to start sending them if you haven't always been consistent in the past - you don't want to be the only applicant who didn't take the time to show appreciation for the opportunity to interview! And if you've always been diligent, it's still helpful to see some new examples of this important interview "to-do." Below are several sample thank you notes that can inspire you to write an even better one. You don't need more than three or four sentences, because the stationery you use – note cards or a one-sheet letter - are small.

### **Five sample thank you notes: use, customize and . . . improve!**

- 1) Thanks for the opportunity to discuss the \_\_\_\_\_role with (your company). I believe my (A) and (B) skills, combined with significant (C) and (D) experience, would be an asset to your team. I look forward to future discussions to learn how I can contribute to your organization's goals. Sincerely,
- 2) I very much enjoyed our conversation yesterday about the \_\_\_\_\_ opportunity on your team. After our time together, I'm positive that my experience can make a measurable impact on your department's deliverables. I hope to hear from you in the near future. Best regards,
- 3) It was a pleasure meeting you yesterday to learn about the \_\_\_\_\_ position with (your company). I am very interested in learning more and continuing our conversation. I feel my background is a strong fit for your team. Thanks for the opportunity to meet, and I look forward to hearing from you. Very truly yours,
- 4) I truly appreciate the time you shared yesterday to talk about the \_\_\_\_\_ role in your department. Your insights about the position were very helpful, and I would enjoy the opportunity to further continue our dialogue and learn more about a career with (your company). Thanks and regards,
- 5) Thank you for our interview this week; the time and insight you shared were very much appreciated. After our meeting, I'm even more enthusiastic about the \_\_\_\_\_ opportunity with your company and am confident that my experience and industry background would allow me to quickly make a contribution to your team. I look forward to future discussions with (your company). Thanks again,

### **Five thank you note rules:**

- 1) With two exceptions, always send a hand-written thank you note on quality plain or embossed note cards, or the one-sheet writing paper that often has a lined border. Target, Papyrus and museum stores are great places to find them, Exception one: if your handwriting is beyond readable and simply a hot mess, send a typed and mailed letter. Exception two: if you know the interviewer will be traveling right away after your meeting, send an e-mail thank you with the explanation "I wanted to ensure that you received a thank you for our interview today prior to your being away on business."
- 2) Send a note to every person you interviewed with. They gave you their business card for a reason – they're waiting to see what you do with it.
- 3) However, do not write the same note to each person after a round of interviews. Mix up the phrases, customize them a bit – the **interviewing** team will likely walk down the hall and compare their notes, and it's your extra effort (not your carbon copying) that will reveal how you go out of your way to make a great impression.
- 4) Sending e-mail thank you notes for an in-person interview (unless the interviewer is leaving on an immediate business trip - see #1) earns a "Grade F" in my book. It's telling me, the hiring manager, that for your most important meeting and opportunity of the year, you took the easiest way out to do the minimum job.
- 5) What if you had an initial screening interview by phone with an HR staff member, and have no way of finding out where the interviewer is located? In that case, It's acceptable to send an e-mail thank you to that person – they probably contacted you by e-mail so you are able to reply. But since you have their e-mail and their phone number, it's not too difficult to ask them during the phone call where they are located and then look up specifics on the internet. They'll be pleasantly surprised to receive a hand-written thank you note, as it doesn't happen very often for initial phone screens.

Five sample notes, five helpful reminders, and **zero** excuses for not sending a proper and impressive "thank you" – some tricks to help set you apart from the pack when trying to land that new job. Happy writing.