Guide to Thank You Note

Overview

Following an interview, you should always write the interviewer(s) a sincere, personal thank you note either via email, mail, or both to show your appreciation for their interest in you and the opportunity to interview. The note should be sent within 2 business days; try to send the note the same day you interview.

Guidelines

- Reiterate your enthusiasm/interest in the position and the employer/organization
- Remind the employer about your qualifications for the position that would make you an attractive candidate
  - Include something you forgot to mention in the interview, if applicable
  - Bring up any memorable points during your interview
- Follow up with information the employer asked you to provide after the interview, e.g. a writing sample
- Do not send the same note to multiple interviewers; each note should be individualized
  - Type or handwrite to send via mail, or send an email
    - Employer might mention a preference for email or the hiring decision timing might require email only
  - Keep within one page and include the date (if typed/handwritten)
- Send a thank you note to every interviewer who provides a business card; verify contact information for those who did not
- Remember to proof read your thank you note; it is the last contact you have with the employer before a hiring decision is made, so ask another person to review the note.