

Cheat Sheet: The Art of Saying THANK YOU

BASICS TIPS:

- A thank you note should be sent within 24 hours of a job interview.
- You can send a handwritten note, a typed letter, or an email. Remember, an email still calls for a professional tone as well as correct grammar and spelling.
- Make sure you have the right title and spelling of the name of the person you are thanking.
- Express your gratitude for the interview.
- Keep it short and to the point. Most thank you notes stay on one page.
- Reiterate your skills. You want to remind the interviewer what a great match you are for the position.
- Put your contact information in the note.
- Show your enthusiasm for the job. An employer wants to know you will bring a positive attitude to the position.
- Most people forget the thank you note. So, if you send one, your name will likely stand out in their mind.
- Write a thank you note whether you want the job or not. It's also a courteous way to withdraw your name from consideration for a position.
- If you are interviewed by a group of people, take the time to write out thank you notes to each individual.
- A thank you note can be a good place to add anything you forgot to mention during the interview. If you have a pertinent project you failed to discuss, add it to the letter.
- When you are writing a thank you note, think about the company culture. Sometimes a formal letter is called for, and other times a more personal note is appropriate.