

THANK YOU LETTER - AFTER A JOB INTERVIEW

Remember, you are competing with other people for a choice position. Writing a thank you note is a courtesy and additionally, it is a reminder to the employer and calls his/her attention to you. Anything you can do to set yourself apart from other applicants in a positive manner will be to your advantage. A handwritten thank you note will make a good impression, even if you are the only candidate.

You should briefly:

- summarize your interview
- stress your strong points
- refer to something specific on your resume (to direct their attention back to your resume)
- mention an important item, if overlooked during the interview

Your strong interest in the position should be re-stated, and you may want to say that you will be checking with them in a day or two to see if a decision has been made.

Hand delivering your letter to the employer's secretary or receptionist will save time and leave an additional positive impression. If you do this, remember to dress professionally. You may be called in for an impromptu second interview!

Example:

April 2, 2010

Dear Ms. Brown,

Thank you for taking the time to meet with me yesterday. As a result of our discussion, I am even more interested in working with your company.

As I mentioned in our discussion, I have always admired your company for its leadership and innovative team management. My two years with Johnson Enterprises, along with my Associates degree, seem to uniquely qualify me for the opening in your sales promotion department.

One item which I didn't mention, was my involvement in Junior Achievement while in high school. In fact, I, along with two others, set a school record for production and sales during my senior year. As you can see, my interest in sales is long-standing and results-oriented.

I am looking forward to hearing from you soon.

Sincerely,

(Your Signature)