

THANK-YOU LETTERS for the Job Search

Sending a thank-you letter to an interviewer is more than a professional courtesy; it is also a wise job search move. A thank you letter can confirm an employer's positive impression of you. By thanking the interviewer, you are also helping to build your professional network.

- **Be timely.** Send a thank-you letter to each person who interviewed you within 24 hours of your meeting. You want to show the employer, before the hiring decision is made, that you are a serious candidate with excellent follow-up skills.
- **Type, handwrite, or email?** Take your cue from your previous communications with the employer. If the industry is conservative, type the letter. If the industry is less formal, a handwritten note may be appropriate (use a simple note card of quality paper). An email thank-you is the quickest way to reach many employers.
- **Be brief.** You want to express gratitude for the interviewer's time and your interest in the position. Do not write a long letter detailing why you would be perfect for the job.
- **Be flawless.** Check your spelling and grammar. Ensure that you have the interviewer's name and title correct.

Sample Handwritten Thank-You Note (avoid copying this note verbatim)

9/10/08

Dear Ms. Doe,

Thank you for taking the time to meet with me today. After speaking with you about the opportunity available at XYZ and meeting the marketing staff, I am even more interested in joining your team.

I was particularly excited to learn about XYZ's focus on group sales presentations. As I mentioned, I developed my presentation skills by creating PowerPoint slides as an intern at ABC Marketing and by speaking to large groups as a USD campus tour guide. I feel I could be an asset to your organization.

Again, thank you for your consideration. I look forward to speaking with you soon.

*Sincerely,
Maria Torero*

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Sample Typewritten Thank-You Letter

MARIA M. TORERO
1234 Linda Vista Road #56
San Diego, CA 92110
(619) 260-1234
mtorero@sandiego.edu

September 10, 2008

Contact Name
Title
Organization Name
Address
City, State Zip

Dear Ms. Last Name:

Thank the interviewer for taking the time to meet with you. Mention something positive that you learned in the interview.

Briefly summarize how your skills and experience qualify you for the position.

Restate your interest in the position.

Sincerely,
Maria M Torero
Maria M. Torero

Use the same header as your resume

Check for correct spelling of name, title, and organization.

Sign your name.

Sample Email Thank-You Letter

To: jdoe@xyz.com
From: mtorero@sandiego.edu
Subject: Thank you for the Interview

Dear Ms. Doe:

Thank you...(same text as typewritten letter).

Sincerely,
Maria Torero

Maria Torero
1234 Linda Vista Road #56
San Diego, CA 92110
(619) 260-1234
mtorero@sandiego.edu

Use the same format and content as a typewritten letter.

Print out and proofread the email before sending it. Strive for accuracy and clarity.

Always include your contact information.