

## Writing a Thank You Note Following an Interview

You should always keep your thank you note brief and upbeat. You are really writing this note for two reasons; to remind the recruiter you believe you are still a viable candidate, and to express gratitude for his or her time spent interviewing you.

Usually, a thank you note is sent one day after the interview. Do not allow too much time to pass, even if you know they are interviewing numerous candidates. You want to remind them of your candidacy, and also exhibit your good manners.

These notes are formulaic, and should not contain any more than four to six sentences.

**Create the same headings you used in your cover letter.** Even if you feel like you bonded during the interview, avoid using *just* the recruiter's first name in the salutation. Don't get chummy too quickly. Use the proper formal salutation, the first and last name, and no gender titles.

**Begin with a simple expression of thanks in the first sentence.** Include the date of the interview and the job title you interviewed for in order to help the recruiter recall your appointment. Remember, recruiters might be interviewing numerous people for several positions.

**The second sentence should express your continuing interest** in something specific you discussed during your interview. Implicit in such a statement is your attention to detail about the company and the position you desire.

**The third sentence is a reiteration of the three qualities** you possess that make you an ideal candidate. This statement should paraphrase the statement used in your cover letter and/or resume; do *not* copy verbatim from these documents. If you haven't previously stated three qualities, or haven't formally gone through the paper-driven process of applying for the job, please refer to *Tips for Writing Effective Objective Statements* to find out how to create the three qualities you possess that make you an ideal candidate.

**A fourth sentence is usually a quasi-formal statement asking for further questions** about your qualifications. Called a "throwaway statement," this sentence should begin with "*Please.*" ". . . if you have any further questions please do not hesitate to contact me" is typical of these sentences.

**Close pleasantly.**

Try to avoid making any additional request from the recruiter, and don't use this note as an opportunity to tell them something else about yourself. Anything you may have forgotten to state in the interview is best left alone. If there is a question, it will be raised in the second interview.