

Thank-you Notes

Immediately following the in-person interview, jot down notes on the high points of the interview that were really interesting and caught your attention. This will help you remember specifics about the interview that you can use in your thank-you note. Then, follow through with a thank you note to the interviewer(s), recapping some of the high points from your meeting within 24/48 hours.

By not sending a follow-up note (according to CareerBuilder):

- Employers are less likely to hire a candidate–22%.
- Employers say it shows a lack of follow-through–86%
- Employers say the candidate isn't really serious about the job–56%.

If you were interviewed by more than one person, take the time to write a unique follow-up to everyone who interviewed you.

You can send your follow-up note via e-mail or hard copy. This depends on your preference and/or the industry, e.g., someone in the humanities might prefer a thank you card, whereas someone in PR might appreciate an e-mail.

What to say in your follow-up note:

1. Thank the interviewer(s) for the time they took to interview you.
2. Mention interesting points made at the interview. Show you were paying attention. Each person with whom you spoke mentioned something of interest, or asked a pertinent question. Impress them with your listening skills by revisiting those interesting points.
3. Show your enthusiasm and sincere interest in the position and company. Reiterate that you are the right person for the job. Mention how you have the required skills and experience and the relevant accomplishments, but keep it concise; it's a note.
4. Close the note with thanking them again for their time; that you look forward to hearing from them and include your contact information. (See Sample Thank-you Note)

After you've made it this far in the process– networking, writing a tailored resume and cover letter, and multiple interviews– you want to take the job search process to its final conclusion with a well-written thank-you note.