

THANK YOU NOTES

WHEN TO WRITE A THANK YOU NOTE

- Immediately following an interview, sending a personalized note to each of the interviewers you met with shows your interest in both the position and the organization
- If you have an informational interview with an employer, follow up with them to keep that networking contact in the loop about your job search
- If you have spoken to a networking contact and they have given you new or valuable information

CONTENT HINTS

- Keep your note to the point and be concise. Employers will not take the time to read emails that are not focused and to the point
- Make sure to thank them for the time they took to meet with you, whether it was a formal interview situation or an informal chat
- If it was a formal interview for a specific role be sure to mention a couple of key points about yourself that you hope the employer will remember or that you think are important for the position
- Reiterate your interest in both the company and the role
- Mention next steps, whether you will be following up with the employer or if you will be waiting for them to contact you

BEFORE YOU HIT SEND

- Most thank you notes should be sent as an email rather than paper based correspondence
 - Be sure to use a professional sounding email address from which to send the note
 - Proofread your email carefully - typos, spelling and grammar mistakes all show a lack of attention to detail
 - Double check that you have spelled the person's name correctly
- 