



Thank You Letter Quick Guide

Don't underestimate the power of a thank you letter.

Within 24 and 48 hours after a round of interviews, always send a thank you letter to each of your interviewers by mail or email. The thank-you letter is a marketing tool as well as your showing of appreciation for a person's time spent with you in an interview, internship, or volunteer experience. You would send a thank-you letter also in thanks for a referral or job offer.

Email is the quickest way to get thank you letters in front of interviewers and is perfectly acceptable these days. Regardless of what means you use to send a thank you letter after an interview, do follow professional business letter standards. If using email, be sure to avoid using emoticons, shorthand, and acronyms. Near the end of the interview, ask each interviewer for his or her contact information and correct name spelling or ask for a business card.

Sending a thank you by regular mail is also acceptable, but you want to make sure you get it out right away. When you go to an interview, take an envelope, card and stamp. Leave them in your car and when you're finished with the interview, take a few minutes to write your note (neatly of course) and you can drop it in the mail on your way home. This will ensure there is not a huge delay between you sending the note and the employer receiving it.

Writing a thank you letter is an effective interviewing strategy. For example, it...

- Shows that you are courteous, knowledgeable and professional
- Demonstrates your written communication skills
- Helps to make you stand out in the mind of the interviewer
- Elevates you above competing candidates who did not follow up via a thank you letter
- Gives you an opportunity to reinforce your qualifications and qualities
- Allows you to include something important you forgot to mention during the interview
- Confirms your understanding of topics discussed and helps to avoid misunderstandings

Writing a Thank-You Letter

You want to accomplish 4 things in your thank you letter:

- **Overcome objections.** Show that any concerns about your qualifications raised by the interviewer during the interview are not problems because you are fully capable of meeting the challenge.

- **Reiterate your expertise.** Demonstrate how you can meet the needs of the employer expressed during the interview.
- **Highlight your core professional competencies and successes.** Outline how you meet or exceed each qualification.
- **Communicate valuable information-** information that will have the reader feel that his organization (or company) needs *you*

Thank You Letter Sample Layout

To: Interviewer's Email Address

Subject: Thank you for the *[Job Title]* position interview on *[date]*

Dear Ms./Mr./Dr./other [Interviewer's last name]:

[Thank the interviewer for taking the time to talk with you. Mention the date of the interview and job title.]

[Express your interest in the company. Say that you want the job. Deliver a subtle sales pitch indicating why you think you are qualified for the job based on the interview, and what you can do for the company. If you forgot to mention something important, this is your opportunity.]

[Mention topics that stimulated your interest or an interesting/key point made by the interviewer. This will help you stand out in the interviewer's mind. For example, if you both shared a laugh, mention how you enjoyed the moment. If a particular qualification grabbed the interviewer's attention, emphasize it.]

[Thank her/him for taking the time for the interview. State what steps you would like to see next. Offer to provide more information to help with the hiring decision while providing your phone number and email address. Say that you look forward to hearing from the interviewer again.]

Sincerely,

(Remember to sign your letter!)

[Your name typed]

If you are hand writing a thank you note, be sure to date the note, and use your very best handwriting.

Sample Thank You Letter

To: alin@company.com

From: jsmith@domain.org

Subject: Thank you for the executive assistant position interview on May 9

Dear Ms. Lin:

Thank you for meeting with me this morning to discuss the Executive Assistant position. I enjoyed our conversation, and I am very excited about the possibility of joining your team.

I know what it takes to run a busy and successful insurance office. In my last position as an administrative assistant for XYZ Company, I helped manage all aspects of the operation, handling tasks such as bookkeeping, customer service, claims processing, report preparation, and ongoing communications with the district manager.

You mentioned that you need an assistant who has strong “people” skills, and this is an area in which I excel. At XYZ Company, I helped the manager build a loyal client base by consistently providing excellent service. My last supervisor said, “John is one of the hardest-working employees I have known. His friendly and professional customer-service skills helped the firm achieve a 20 percent revenue increase last year, and I couldn’t have done it without him.”

I don’t see the executive assistant role as a punch-the-clock, 9-to-5 job. I will be your “right hand” - helping you manage the day-to-day operations, volunteering for special projects, and ensuring the company is positioned for growth and increased profitability.

Again, thank you for considering me for this exciting opportunity. As you requested, I’m enclosing a list of professional references. Please feel free to call me if you need additional information, have any questions, or would like to offer me the job! Thank you for your time, and I look forward to hearing from you.

Sincerely,

John Smith