



Thank you letters

Thank you letters are an important part of the job search process. Unfortunately, according to QuintCareers.com, only about 5 percent of those looking for jobs actually send thank-you letters. A guaranteed way to **distinguish yourself** from the competition is by sending this important document.

Key Points about Thank You Notes:

- Send an individual thank you note to each person you spoke with at the interview (it is always a good idea to gather business cards at the close of an interview so you have the correct spelling of names and titles).
- Notes should be mailed within 24 hours of the interview.
- Keep simple and concise.
- Be sure to PROOFREAD. Names and titles should be spelled accurately.
- Your note should not only thank them for their time, but also mention your interest in the position. It is also a good idea to note one or two specific items that you discussed which are relevant to the position.

Types of Thank You Notes:

Studies show that it does not matter if your thank you note is a typed business note or a handwritten card. If you choose to do a handwritten note, use professional looking thank you cards and legible handwriting.

Career experts are not in complete agreement about e-mailed thank you notes. If you know that the organization is making a quick hiring decision, it may actually be beneficial to use email since it is more expedient. However, if you decide to e-mail a thank you message, it is always a good idea to follow up with a hard-copy version.

Samples:

Please see below for some samples of thank you letters.

Dear Mr. Smith,

I enjoyed speaking with you yesterday regarding the financial analyst position. I truly enjoyed our conversation about your business ventures. Your plans for further expansion sound exciting and I am confident that I can contribute to your future success.

Thank you for taking the time to meet with me and introduce me to your co-workers. I look forward to hearing from you in the future.

Sincerely,

John Doe

Dear Ms. Couric:

Thank you for meeting with me yesterday about the television anchor position at CBS News. The job seems like an excellent match for my skills and interests. The strategies you outlined fit well with my past experiences, and I would be eager to hit the ground running.

I am very interested in working for you and look forward to hearing from you soon. Thank you again for your time.

Sincerely,

Jane Doe

Dear Mr. Gates,

Thank you for taking the time to discuss the information technology position at Microsoft with me. After meeting with you, I am further convinced that my background and skills match your company's needs. In addition to my education and experience, I will bring excellent attention to detail and ingenuity to this position, as we discussed.

Thanks also for introducing me to the team and support staff. I know I would enjoy working with you and your group, and I look forward to hearing from you soon. I appreciate your consideration.

Sincerely,

Jack Doe

Dear Ms. Winfrey:

Thank you for the opportunity to visit with you and see your facilities yesterday. Both the interview and the tour made for an exciting and informative day. Having seen your operations, I am all the more enthused about the career opportunities that Harpo Studios offers.

I also want to thank you for your hospitality during my time in Chicago and for all your efforts to arrange my visit. I look forward to hearing from you soon.

Sincerely,

Jill Doe