Thank You Notes

What are Thank You Notes?

Thank you notes are prompt, personal replies to express your appreciation for an interview, restate your interest in the position, and summarize your qualifications. Sending a thank you note leaves a good impression and can sometimes be the deciding factor as to who gets offered the position.

If you decide that you no longer are interested in the position, it is still common courtesy to send a thank you note. It also keeps the door open should you become interested in the organization sometime in the future or if the person you met with knows of another opportunity that may interest you.

Basic Guidelines

It is important to send a thank you note to each of the individuals who interviewed you within one to two days following the interview. Your thank you note may be a typed business letter or a hand written card. Analyze the type of employer to which you are writing to determine which format would be most appropriate for you to use. Depending on the type of employer, you may choose to send an actual thank you card or send a thank you email. For instance, if the employer is a nonprofit or service organization, it may be better to actually mail the thank you note/card. Large business employers may prefer an email. Either way, you should show genuineness and professionalism in your message and also personalize your note.

Structure of a Thank You Note

Opening
Show your appreciation for the opportunity to interview and make a specific reference to the job.

Middle
Reiterate your interest in the job or internship and remind the interviewer of your key competencies for the position. Express your confidence in your abilities and stress how you "fit" with the employer.

Closing
Restate your gratitude, clarify your method of follow-up (i.e. "I look forward to hearing from you soon" or "I will call you on Friday regarding your decision"), and close on a positive note.