

WRITING THANK YOU LETTERS

Following are some tips for sending your follow-up letter:

Send out your thank-you letters no later than 24 hours after your interview has ended.

Always keep your audience in mind.

Address the issues and the concerns that were mentioned during the interview.

Use the thank-you letter as a follow-up "sales" letter, in which you restate your reasons for wanting the position and remind the interviewer why you're qualified.

Mention anything of importance that your interviewer might've neglected to ask in person.

If you're only writing a few sentences, send a handwritten note.

Otherwise, send a typed, formatted letter (see sample letters below).

Thank everyone who contributed to your job search.

If you decide after the interview that you don't want the job after all, write a respectful note withdrawing your application.

Choose your words carefully when using email. Email creates an instant written record, so don't let the speed and the ease of sending it blind you to the fact that you will be judged on what you've said and how you've said it.

Two examples are shown below:

Thank You Letter #1

January 1, 2007

Mr. _____
Regional Sales Manager
Acme Company

123 New Job Way
Somewhere, AZ 22222

To Mr. Business:

Thank you for the opportunity to discuss the operations manager position with you this morning. Our conversation gave me a better understanding of both XYZ Company and the requirements of the job. The additional information from Jim and Natalie was helpful in gaining a better perspective of the position.

I am confident that my strong operations and managerial skills will make a positive contribution to Acme Company. I am proficient in all the computer software packages you use, and I possess the P&L experience you desire. I enjoyed meeting the office staff and touring the facility. This is clearly a quality organization with an emphasis on efficiency and a dedication to teamwork.

I would consider it a privilege to join your team, and I look forward to hearing from you. Again, thank you for your time and consideration.

Sincerely,
Amy Applicant

Sample Thank You Letter #2

January 1, 2007

Ms. _____
Regional Sales Manager
Acme Company
123 New Job Way
Somewhere, AZ 22222

Dear Ms. _____:

I would like to thank you for your hospitality during my visit to XYZ Company. I found my discussion with you to be both enlightening and encouraging.

I am confident that I am an excellent candidate for the Quality Assurance Auditor position at XYZ. My diverse accounting background, along with my broad-based experience in the automotive industry, will allow me successfully to make a positive contribution to your team. I am excited about the position, and I look forward to the possibility of working with you and your team if given the opportunity.

Thank you again for your time and consideration. I look forward to speaking with you in the near future.

Sincerely,
Alex Applicant