

Post Interview Thank You Notes

The thank you note is one of most important types of correspondence with employers and should follow every employment or informational interview. It is important to send a note expressing your appreciation and reaffirming your interest in a position. The thank you note has a number of purposes including summarizing your interest in the position and the company, stressing relevant points that strengthen your candidacy, and correcting any negative impressions or clearing up confusing issues that may have surfaced during the interview (if applicable).

After a company visit where you may have been interviewed by more than one person, it is a good idea to send a thank you note to each individual who interviewed you. This means you must get the names, titles, and contact information of all who interviewed you during your visit.

Mailing vs. Emailing Thank You Notes

Many employers have indicated that e-mailing thank you notes is appropriate and preferred. We recommend that you send the thank you note in the body of the email (as opposed to an attachment to be opened in a word-processing program like Microsoft Word) as this requires fewer steps from the employer.

If the employers indicate that they will be making their hiring decisions within a couple of days of your interview, then you will want to email your thank you note *within 24-48 hours* so that they are more likely to receive and read it prior to completing their selection process.

Format

- Thank the employer for his or her time.
- Identify the specific position for which you were interviewed, along with the date and place of the interview.
- Reiterate your interest in the position and why you fit well with the organization – be specific.
- Close with your phone number and e-mail address, and indicate that you look forward to hearing from the employer at the time specified during the interview.

Suggested Format for a Mailed Thank You Card

- Use your **best handwriting!** We recommend writing or typing what you want to say and then writing it on your card just in case you make a mistake.
- As with other thank you notes, indicate when and where you had your interview. Also highlight some key experiences that you mentioned in your interview so that the recruiter will remember you.
- Only use acronyms if they are used and understood by the employer. Acronyms such as AKPsi (Professional Business Fraternity Alpha Kappa Psi) or OUAB (The Ohio Union Activities Board) might confuse employers who are not familiar with those programs.

If You Are Not Selected for the Position

It is always a good idea to send a thank you note so that you can have a positive last impression with the employer (see the second sample). This will help in case you decide to seek out another opportunity with that company in the future.