

THANK YOU and FOLLOW-UP NOTES

Reiterate – Express your interest in the position and the organization. Your desire to work there and become part of their team.

Emphasize an area(s) of expertise pertinent or aligned with the position for which you have applied.

Introduce any experience/project/ situation/skill which you may have neglected to mention during the interview but is appropriate to this position.

Highlight – Congratulate the organization on any new developments, awards, press coverage, new clients (shows your interest and research into their business).

After every interview (job/internship or informational interview), it is appropriate to send a thank-you letter. Even if the interview (or the interviewer) wasn't your first choice or you are no longer interested in the position, it is important to say thank you for the time he or she spent with you. (You never know if, five years from now, that person will be in a position to hire you.) It is not necessary for the letter to be long and elaborate.

- Send a thank-you letter within 24-48 hours after every interview, whether it was an informational meeting or a job interview. When you know a hiring decision will be made quickly, an e-mail note is appropriate.
- Address the letter to the person who initially invited you for the interview (usually the person with the authority to hire you).
- If your interview was arranged by a human resources representative, it is appropriate to write both to that person and to the hiring manager.
- It is not necessary or desirable to write to everyone you saw in the course of a visit. You can ask the one or two to whom you write to thank the others on your behalf.
- If you are interested in the position, express your enthusiasm and reiterate your desire for the job and your qualifications for it. Also, express your appreciation for the interview and the date (specifically or generally) that you expect to hear from the interviewer.
- If you are not interested, you can still express appreciation for the consideration extended to you during the interview, as well as tactfully indicate that at this point you are no longer interested in being considered for the position.
- If you are still interested in the position, express your continuing interest in the position.
- Refer directly to what you learned in the interview in relation to your understanding of the job or your confidence in your ability to perform it.
- Thank the interviewer for the time, information, and consideration which he or she gave you.
- Be succinct. The interview itself was your opportunity to impress the employer. The thank-you letter is an opportunity to show that you listened to what he or she had to say in the interview.