

Thank You Letters

Thank you notes can serve as an additional opportunity to promote yourself to an employer and may even tip the balance between getting an offer and not.



Send thank you note within 24 hours after the interview.



Handwritten notes add a personal touch. Handwritten notes should be on nice stationary.



Typed letters should be on bonded paper.



Send one even if you didn't get the job.



Don't forget to thank the recruiting coordinator.

Start by thanking the interviewer for meeting with you and arranging your visit.

Include the date the interview occurred.

If you interviewed with several people, you do not have to send thank you notes to everyone.

Personalize your note by referring to something that you talked about in the interview and want the employer to remember.

If you are hoping for a particular outcome you can close with an expression of that wish.

Dear Mr. Stark,

I would like to thank you for taking the time to speak with me on Monday about the internship position with your firm. Thank you as well for introducing me to Mr. Rogers and Ms. Romanoff. I truly enjoyed speaking with all three of you and learning more about the role and the firm. After our conversation, I am confident that my skills and experiences are a great match for this opportunity. I am very enthusiastic about the possibility of joining your firm. If you need any further information, please do not hesitate to contact me by email or phone. I look ~~forward~~ forward to hearing from you.

*Sincerely,
Wade Wilson*

Be sure to proofread your thank you note and make sure you have spelled the interviewer's name correctly.