



Thank-You Note Samples



The ingredients of a thank-you note following an interview have been addressed at length, but there is no standard format for getting close and personal with that new acquaintance who has the power to provide a much needed job and help you achieve career aspirations.

It may not salvage a bad impression you made in an interview, but it can definitely reinforce a good conversation, spark interest after a lackluster showing, and make you more memorable among the roster of candidates.

What Not to Do

Following are two samples of thank-you notes you shouldn't write:

Bad Example #1

Cal:

Hey, I really enjoyed our little gabfest in your office last Tuesday, and wanted to drop you a line to say it was greatly appreciated. You seem like a pretty cool guy, and you sure know how to pick your secretaries.

But seriously, I just wanted to remind you that I really think you need somebody like me in your accounting department. I'm more than the best bean counter you're going to find in the business, because I'm willing to put in all the hours it takes. I guess we forgot to talk about what you pay for overtime, but I can always use the money if you need someone for weekends and such.

By the way, when I said only old dudes listen to classic rock, I didn't mean that as a put-down because you said you like the Stones. I was just razzing you. I think everybody has a right to their own tastes in music. So I hope I made as good of an impression on you as you did on me.

Stay Cool,

Zeke P.

This preceding was an **obvious example of getting too personal** and unprofessional in your follow up. It also gives new meaning to the expression "familiarity breeds contempt." Aside from inappropriate comments, Zeke comes across as being arrogant and more interested in what the company can do for him. Even though the interviewer is thanked and the writer does try to clarify a salary issue that was missed, he only reinforces that he wasn't prepared.

Bad Example #2

Dear Mr. Foster,

I feel compelled to write you and to express my extreme gratitude for the opportunity to meet you and for devoting the time to allow me to explain my qualifications for the vacancy in your accounting department. It was very inspiring for me to benefit from your stellar advice regarding some of the innovative software your company is currently implementing.

As I explained, I am unfamiliar with the new T-35 format, but I am a fast learner and though I'm not exactly a computer whiz I am resolute in my ability to master whatever challenges are presented. As I stated in my résumé, I have a proven work ethic and I work well with other people. I probably did not explain to your satisfaction why I have never served in a supervisory role in my 15 years at Pomeroy Pharmaceuticals before being laid off in August. I never strove to achieve a managerial position, but I have always been a stalwart employee.

Again, Mr. Foster, I cannot express in words how much I appreciate you taking your valuable time to assess my capabilities and I promise you that, if you see fit to hire me, I shall not let you down.

Stanley LeBaron

(570) 222-0290

The tone of the preceding is one of **desperation**, and the writer comes across as extremely long-winded (would you want to work with that guy?). The tone is too formal for a thank-you note. Instead of reinforcing strengths, Stanley's note does the opposite by **accenting weaknesses** that probably shouldn't be readdressed.

Good Thank You Note Examples

The following examples can serve as models for crafting your own effective interview thank-you notes.

As previously noted, every note is different because every interview is different, including chemistry between the parties and points raised in the discussion, but these examples will give you a sense of best practices.

Feel free to use them as templates and customize them to meet your own needs.

Good Example #1

Dear Mr. Foster,

Thank you for taking the time to meet with me this morning. I must say that I am even more excited about the position since meeting with you. It was great to learn more about the opportunities at your company.

Our conversation also reinforced my confidence that my accounting experience and attention to detail would make me a valuable asset to your well-managed department. Thanks to my background at Goliath Industries, I would require very little training and could start contributing on Day 1.

I would be very interested in continuing the conversation about this opportunity. Please let me know if I can provide any additional information or if you'd like to schedule a follow-up meeting

Best Regards,

Eugene Gatling

Cell phone: 570-942-2499

Good Example #2

Dear Ms. Remington,

Thanks for being so generous with your time today. I enjoyed meeting with you and learning more about your needs for the Marketing Manager position.

Your insights on social media marketing trends were particularly interesting. With my background in online marketing and my recent experience managing successful social media campaigns for Goliath Corporation, I feel I could really excel in the Marketing Manager role. In fact, I neglected to mention the most recent example of my strength in this area -- our Facebook campaign that resulted in a 80% increase in traffic to our site and a 25% jump in online sales.

I remain very interested in the position and look forward to discussing next steps with you.

Sincerely,

Jennifer Lee

Don't Overthink It

Having trouble composing an eloquent, detailed thank-you note? **It's better to promptly send a simple note than to wrestle for days with writer's block until you're inspired.**

If the words won't flow, stick to thanking the interviewer for her time and reiterating your interest in the position. **An unexceptional thank you note is far better than none at all.**