



## Thank-You Note Best Practices



**A heartfelt thank-you** note can leave a lasting positive impression. Just ask Emily Post.

During the job interview process, thank-you notes are NOT just niceties. Sending a thank-you note after the job interview has become an accepted—and expected—practice for job seekers.

That thank-you note is your opportunity to remind the interviewer of your interest, reiterate your qualifications and fill in any details you neglected to mention in the interview.

If you neglect to promptly follow up with a thank you, you risk portraying yourself as uninterested, impolite, or just plain sloppy. Because your smart competitors will be relaying their appreciation, you also risk negative comparisons.

**Here are our tips for the writing the perfect job interview thank-you note:**

### **Fast Is Best.**

Write and send that thank you note immediately after your interview. Send it by the end of the next day at the absolute latest. **Time is of the essence**, especially when there are multiple candidates being interviewed and impressions of you will have dimmed in the ensuing days.

### **Email Your Gratitude.**

Because of the need for speed, email is often the best choice for conveying your post-interview thanks. Human Resources experts and managers have assured us that **email is a perfectly acceptable format** for your thank-you note.

Many prefer email. Then again, a mailed hand-written note may help you stand out as long as you can write and send it quickly.

If your interviewer has a formal, traditional style, she may appreciate a hand-written note. Another approach is to send a note via email and then follow it up with a hand-written note.

However, overkill can make you seem desperate, so remember to keep it casual and brief if you take this approach.

### **Start with a Sincere Thank You.**

You can't go wrong with a **first line that conveys your appreciation for the interviewer's time**. Next, communicate how much you enjoyed the meeting and learning more about the company and the position. If you are able to quote a particular remark or detail that stood out, that can add a nice personal touch.

### Fill in Gaps.

The thank-you note is also an opportunity to **revisit any point you forgot to make** during the interview or clarify any points that you didn't make eloquently. However, this is not a cover letter revisited, so keep it pleasant and informal.

### Reiterate Your Key Strengths.

Most importantly, the thank-you note allows you to **underline what an asset you will be** to the employer. If your interviewer is talking to multiple candidates (almost certainly the case), his memory of you and your brilliance may fade quickly. Your thank-you note allows you to refresh his memory and reinforce his impression of you.

### Reiterate Your Interest.

You should also make the point that you are convinced more than ever that **you are a great fit for both the job** and the organization. A thank-you note is a reminder that you want this position enough to follow up.

### Keep It Professional.

Informal does not mean excessively casual or too familiar. Unless the interviewer has insisted on being addressed by first name as part of your relationship, it is **best to address the note to Mr. or Ms. in your salutation**. Sign with your first and last name.

With the thank you note, you have the luxury of being more personal and friendly than in your cover letter or résumé. If you made a connection with the hirer, it's fine to refer to a shared interest, but don't get carried away with humor. You are, after all serious about this position.