

Thank You Letter Guidelines

How many interview opportunities do you earn? There you are, all dressed up and putting your best foot forward. However brief the amount of time your interview(s) lasted, that's how long you experienced what it is to be a professional. The thank you note is a direct extension of that interview, which means you are still carrying yourself as a professional. So no matter how busy your return to student life becomes, nor however interested or not you are in the opportunity, writing that note is imperative.

And yet, many internship and job candidates routinely consider formal thank you letters unnecessary. They're often overlooked by candidates and not considered an important piece in the job or interview search. This could not be further from the truth! Thank you notes are often even more important than the cover letter. You should always send a thank you note to anyone who did anything to help you

Sending a thank you letter demonstrates clear appreciation for the time the employer took to meet with you. As a continuation of the interview process, you want to show enthusiasm, motivation and reiterate your interest in the position. It can never hurt to send a thank you note, but it could hurt your chances with some if you don't, especially if other candidates set themselves apart from you by doing so.

Thank you notes also demonstrate your inclination to follow through, which is indicative of how you would perform on the job. They present an opportunity to further establish the connection you have made with the person you are thanking.

Thank you letters are often more concise than cover letter, but they provide the same type of opportunity to point out your interests and qualifications. They should be typed in a business letter format. Some things to remember when writing a thank you letter:

- Keep it as professional as your résumé and cover letter
- It may also be timely to send a brief email acknowledgement and followed by a hand-written note sent within two days of your interview
- Acknowledge the position for which you were interviewed and reaffirm your interest
- Mentioning specific job duties or topics discussed in the interview, as well as rearticulating your strengths and experiences will support your interests
- Personalize the content by referring specifically to why you are thankful
- Express your willingness to provide additional information if necessary, such as the names of references
- If anything was requested of you during the interview, such as references, include it with this letter
- If a decision will be made before the postal service will be able to deliver the thank you note, it is appropriate to send it via email.
- If an employer tells you not to bother with the formality of sending a thank you letter, it is recommended that you send them a short e-mail message thanking them for the time they took to speak with you.