Four Important Things You Need to Know About Thank-You Notes

by Kelli Robinson

The job search is a blur of information exchange: e-mailed resumes, online applications, interviews via video conferences. Don’t let the fast pace fool you. Common sense and courtesy still apply, including taking the time to say thank you.

Could your thank-you letter make or break a job offer? Consider this: If your application and interview are equal to that of another candidate, the person sending the thank-you letter gets the recruiter’s attention one more time.

Like cover letters, thank-you letters are concise and personalized. The key is making a connection to the person and reiterating an idea discussed during the interview.

1. Send a thank-you e-mail or letter within 24 hours of your interview. Consider the company culture. Because recruiters travel extensively, e-mail may be the best route. A follow-up business letter sent through the post office is a nice touch.
2. Take time to take notes. Immediately following each interview, write down the information discussed while it’s still fresh in your mind. If you are meeting with multiple people, find time to note each specific conversation. When you write your thank-you note(s), use this information to remind the interviewer of an idea or discussion that came up during your interview.
3. Who receives a thank-you note? Anyone who interviews you gets a note. The notes may only vary by a sentence or two—make sure you reference specific conversations.
4. Ask each interviewer for his or her business card. You’ll walk away with important information. You’ll have the recruiter’s full name, spelled correctly, e-mail address, street address, and other contact information.

Sample Thank-You Letter

Ms. Nina McVay
Recruiter – XYZ Financial Services
500 5th Avenue
Charlotte, NC 28066

Dear Ms. McVay,
Thank you very much for speaking with me yesterday about the financial planner position currently available at MAR Financial. Our conversation confirmed my interest in this position.

As we discussed during the interview, a successful financial planner must possess a solid understanding of the industry as well as strong communication skills to discuss options with clients. The internship I completed with NMO Bank this past summer afforded me the opportunity to develop the skills and knowledge I can bring to XYZ Financial Services. The insight you provided about XYZ Financial’s focus on customer service helped me understand your company’s commitment to its clients. This is the type of company I hope to work for.

Please let me know if I can provide further information. In the meantime, I look forward to hearing from you.

Sincerely,
Ashley Ingalls

*Courtesy of the National Association of Colleges and Employers.*