Thank You Correspondence

Writing a thank you letter after a job interview is a must. In fact, some employers think less of those interviewees who fail to follow-up promptly. You should be grateful for the interviewer(s) time, and it is common courtesy to tell them so. It is highly suggested that a follow-up thank you email is sent within 24 hours of the interview. If you would like to also send a handwritten thank you card, that should be in the mail within 48 hours. You have to gauge the type of organization, interviewers and timeline and decided which is best.

Purpose of writing a thank you letter

- Show appreciation for the employer’s interest in you
- Reiterate your interest in the position, people and organization
- Review or remind the employer about your qualifications for the position

Thank you correspondence tips

- Email or mail is acceptable ways of corresponding. Take the employer’s culture and hiring decision making timeframe into account when making this determination
- Do not send the same thank you letter to multiple people. You need to write a separate thank you letter to each individual you meet and personalize the information and message
- Verify names and employers when sending multiple letters. Highlight within your letter something you appreciated during the interview
- Keep it simple and focused

Thank you letter outline

- **First paragraph:** Thank the employer for taking the time to interview you and mention something specific you learned and/or appreciated about the interview process
- **Second paragraph:** Include the reasons why you are a strong candidate for the position, list specific skills that relate to the job
- **Closing paragraph:** Reiterate your appreciation for being considered for the job and let the employer know you are looking forward to hearing from them soon

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