

David  
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## How to write effective thank-you letters: 8 tips

- 1. Write clearly and concisely;** this is no time to be longwinded or flowery.
- 2. Be sincere**--most people can sense when you aren't being honest.
- 3. Stick to the point.**
- 4. Write the thank-you letter as soon as possible:** For a job interview, this should be within *24 hours* of the interview. However, do not thank the person beforehand (for example, "Thanking you in advance for your help in this matter"). To do so is presumptuous and suggests you are unwilling to write a follow-up letter.
- 5. Use quality paper.**
- 6. Proofread the letter before sending it:** grammatical errors and typos are sloppy and unprofessional.
- 7. Be specific and include details from the interview.** Make your letter stand out (don't send a generic letter that could be to or from anyone).
- 8. Address your letter to a specific person,** if possible, not just the company or organization in general. If more than one person interviewed you, send to each person.

### Managers Say Thank-You Letters are Essential:

Thank-you notes are mandatory and expected in some situations. A recent survey by CareerBuilder.com found that:

Nearly 15 percent of hiring managers would reject a job candidate who neglected to send a thank-you letter after the interview

32 percent said they would still consider the thankless prospect but that their opinion of him or her would diminish

Nearly a quarter (23 percent) of managers prefer handwritten thank-you notes

21 percent seek a typed hard copy

19 percent want e-mailed thank-you notes followed up with a snail-mailed letter

When writing a thank you letter, keep your letter simple and focused. Single space your letter and leave a space between each paragraph. Left justify your thank you letter. Use a plain font like Arial, Times New Roman, or Verdana. Select a font size of 10 or 12 points.

Your Address

City, State Zip

Today's Date (4 spaces)

Interviewer's Name

Position Company Name

Company Address

City, State Zip (2 spaces)

Dear Mr./Mrs. \_\_\_\_\_

The first paragraph of your letter should thank the hiring manager for taking the time to interview you.

The second paragraph of your thank you letter should include the reasons why you are a strong candidate for the position. List specific skills that relate to the job you interviewed for.

If there is information about your qualifications that you wish you had mentioned during the interview, but didn't get a chance to discuss, use the next paragraph to explain.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the hiring manager know you are looking forward to hearing from him or her soon.

Sincerely

Your signature

Typed Name

## Quick Tips: Art of Saying Thank You

### Basic Tips:

- A thank you note should be sent within 24 hours of a job interview.
- You can send a handwritten note, a typed, letter, or an email. Remember, an email still calls for a professional tone as well as correct grammar and spelling.
- Make sure you have the right title and spelling of the name of person you are thanking.
- Express your gratitude for the interview.
- Keep it short and to the point. Most thank you notes stay on one page.
- Reiterate your skills. You want to remind the interviewer what a great match you are for the position.
- Put your contact information in the note.
- Show your enthusiasm for the job. An employer wants to know you will bring a positive attitude to the position.
- Most people forget the thank you note. So, if you send one, your name will likely stand out in their mind.
- Write a thank you note whether you want the job or not. It's also a courteous way to withdraw your name from consideration for a position.
- If you are interviewed by a group of people, take the time to write out thank you notes to each individual.
- A thank you note can be a good place to add anything you forgot to mention during the interview. If you have a pertinent project you failed to discuss, add it to the letter.
- When you are writing a thank you note, think about the company culture. Sometimes a formal letter is called for, and other times a more personal note is appropriate.

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City, State Zip  
Today's Date (4 spaces)

Interviewer's Name  
Position  
Company Address  
City, State Zip (2 spaces)

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*Your signature*

Typed Name