

THANK YOU MESSAGES

The thank you message is one of the most commonly overlooked aspects of the job search — and one of the most important. A post-interview thank you gives you the opportunity to reiterate your interest in the position and your enthusiasm for the organization. Additionally, a message can serve to:

- Address specific concerns in greater detail than was possible during the actual interview (i.e., if the interviewer seemed concerned that you did not have sufficient quantitative skills).
- Address a topic of particular interest that arose during the conversation, especially when that topic reflects favorably on your job-related skills.
- Re-emphasize a skill or strength important to the interviewer (i.e., the interviewer showed interest in your sports and team-related activities).
- Discuss something relevant to the employer that you omitted in the interview.
- Confirm your interest in joining the organization.

EMAIL VS. POSTAL SERVICE

Since timing is everything and decisions are often made quickly, most employers prefer email. If you know the process will take longer, sending a handwritten note can make you stand out. Remember that a thank you — via email or snail mail — is a formal document. Thus, be certain your tone is professional. We tend to be more casual in email, so maintain the formality but try not to be stiff: No first name salutations or slang.

TIMING AND LENGTH

Send a message within 24 hours of the interview. Keep it brief — a paragraph or two is sufficient. Don't stress over it — it's more important to send something quickly than to delay for days. **HOWEVER**, be certain that it is absolutely **ERROR-FREE!**

PERSONALIZE EACH NOTE

When interviewing with several people at one organization, take a few seconds between interviews to make notes about each conversation. Use these notes to individualize your messages to each interviewer. When sending messages to several people at one organization, do not send identical or generic notes to everyone. Each note does not need to be completely different from the rest, but tailor where possible.

OTHER TIPS

Ask for business cards from your interviewer(s) or record titles and proper spelling of names before leaving the interview site. Use business cards to jot down notes about your meeting and/or each interviewer. And of course, carefully proofread your message!