

POST INTERVIEW THANK YOU LETTERS



NOTHING SAYS "HIRE ME" LIKE "THANK YOU" THANK-YOU NOTE ETIQUETTE



22%
of employers are less likely to hire a candidate if they don't send a thank you note after the interview.



86%
said it shows a lack of follow-through.



56%
said it indicates that the candidate isn't really serious about the position.



89%
said it is okay to send a thank-you note in the form of an email.

Source: 2011 Careerbuilder Survey of Hiring Managers

DO

- ✓ **Restate your interest and expertise:**
Be specific about why you are interested and how your skills, experiences, and personality can meet the organization's needs.
- ✓ **Be Memorable:**
Highlight a key point from your interview that will make you stand out and help them remember you.
- ✓ **Personalize it:**
If you meet with more than one person, send them each a separate and personalized letter/email.
- ✓ **Proofread:**
To eliminate any mistakes, proofread it closely and have others also review it.

EXAMPLE

Dear Mr. White:

Thank you for the informative and enjoyable discussion during our recent meeting. The knowledge I gained during the interview has certainly enhanced my interest in joining Any Corporation.

With my expertise in strategic planning, international finance, marketing, and general management, I feel confident that I can significantly contribute to your company's objectives as a member of your management staff.

I want to thank you again for the time and courtesy you extended to me and I look forward to meeting with you again.

Should you require additional information prior to a second meeting, please contact me at applicant@uwm.edu or (307) 555-5555.

Sincerely,
Chris Rogers



- ✗ **Wait to send it:**
You should plan to send the thank-you note within 24 hours of your interview
- ✗ **Come up with something quick:**
Take your time to choose words carefully and write something genuine and memorable
- ✗ **Be too casual:**
Make sure your letter is in professional format. If you send a letter, use a formal card or stationary. If you send an email, do NOT include pictures, memes, or texting grammar

Updated: 1/19