

Why You Should Send a Thank You Letter

- To keep your name fresh in their minds.
- To remind the employer about the interview and to restate your interest in the job.
- To demonstrate professional manners and etiquette.
- To review and highlight your key strengths as they relate to the job. But this is not the time to restate all of your skills, just one or two of them as they relate to the job.
- To include additional information that you originally left out or did not have time to discuss, but keep it relevant to the job.
- Send a thank you letter if you feel that you messed up on a point or two during your interview or you feel you left out important information that might affect your candidacy. A thank you letter will give you the opportunity to lightly repair your original interview, but only if you made minor mistakes.
- If you completely bombed your original interview, a thank you letter won't fix that. In severe cases, you'll need to get on the phone with your interviewer and perform some serious damage control.

Increase Your Chances for the Job

Writing a thank you letter after a job interview can increase your chances for getting the job, but knowing how to write it is another trick.

Employers like to hear “thank you” from candidates because it reemphasizes your interest in working for them and that way they know you are genuinely interested in the position.

Sending a letter of thanks sets you apart from other candidates and puts you in a better position and increases your chances for getting the job.

Thank you letters are also called follow up letters. It is a good way to not only say thank you but to keep you fresh in their minds as they consider filling the position. This also gives you the opportunity to mention anything you left out during the interview.

These expressions of thanks can be done through email or postal mail. These thank you letters should be very short, just enough to remind them of whom you are and that you appreciate their time. Very little wording can serve a much larger purpose.

It may be especially important to get a follow up letter to an employer in a timely fashion if they intend to quickly fill that position. You will want to send your letter very soon after the interview. You can even send it immediately.

As a rule of thumb, I would avoid sending a hand written note, but a typed letter in business format and sent via postal mail or email. If you really wanted to, you could send a hand written note, but do so only if you feel strongly about it and that it reflects your personality.

I would suggest that this practice of hand written notes be reserved for women only and fields that are commonly dominated by women, like cosmetic sales. Of course this is just my opinion, but I feel that a hand written note is of a more feminine nature.

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Write Your Letter Before Your Interview!

Usually, you can get most of your letter written before your interview.

Then after your interview is over, you simply make a few tweaks to your letter so it's relevant to your interview and then it's ready to be sent.

This strategy works best if you are emailing your letter.

- The actual content of your thank you letter should be direct and specific.
 - Refer to things you spoke about in your interview especially your qualifications and how you fulfill the needs of the company.
 - Reference personal things that occurred in the interview.
 - Handle your wording tactfully and personably and your interviewer will be impressed and remember who you are.
 - Your tone should remain professional.
 - Consider your follow up letter as if it were part of the interview. If you are too stiff and cold the letter may end up sounding like a form letter. If you are too casual, it may sound like you are not serious about this job.
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1. Body of text – can be 2 – 4 paragraphs
 - a. Opening paragraph beginning with a ‘thank you’
 - b. Reference the position
 - c. Mention your skills and qualifications (optional)
 2. Second paragraph
 - a. Restate your credentials and experience as they relate to the position
 3. Third paragraph (close or conclusion)
 - a. Reinforce your credentials
 - b. Tell them what you are going to do next, or what you expect from them e.g.,
 - i. Are you going to call them in a week to follow-up?
 - ii. Are you going to look forward to hearing back from them?
 - iii. Are you going to look forward to another interview?

SAMPLE LETTER 1- Finance

Subject: Thank you for the interview

Dear Ms. Webster,

<body of text>

Thank you for taking the time to get to know me in our interview earlier this week. I am very interested in representing AEGONs financial services in the Cleveland area. You will recall that I have extensive financial experience as the Director of Finance at Citi Corp. Even though my sales experience is not as strong as my financial background, my skill in dealing with various financial institutions all over the world certainly makes up for it.

<second paragraph>

I have been a member of the Executive team that is directly responsible for the long term financial strategy of the company regarding revenue growth, forecasting, and financial reporting.

<third paragraph – close>

I have many business relationships with several financial institutions in the Dallas area. I would love to bring my existing client relationships to AGEON to further develop your financial services division for small businesses.

<tell them what you want or what you are going to do, in this case you are going to wait to hear from them>

Thank you for your consideration, I hope that we will be talking again.

<complimentary close>

SAMPLE LETTER 2- Engineering

Subject line: Thank You - Structural Design Engineer Interview

<salutation>

Dear Ms. Radcliff,

<body of text>

Thank you for the interview we had earlier today about the structural design engineering position. The job appears to be a great match for my skills and recent experience. I am excited by the prospect of working for Lockheed and adding my expertise to your team.

In addition to my engineering skills acquired during my time at Boeing, I also bring several years of leadership, direction, and customer interface skills to the position. Engineering is more than just design. It also needs to meet the needs of the clients. Leadership is needed within the engineering team to bring together the best designs.

I enjoyed our interview and look forward to speaking with you again about the position.

<complimentary close>

Sincerely,

<typed name>

Sarah Summit

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SAMPLE LETTER 3- Management

Subject line: Thank you – Management interview

Email message:

Dear Mr. Newsom,

Thank you for a great interview; I strongly believe we are on the same page. The prospect of joining your leadership team at Thompson Hine as Assistant Vice President of Financial Analysis is an exciting one for me.

My 11 years of experience as a financial analyst at GE and the past year as team leader have prepared me to fill my goals of leading in a more in-depth capacity. The high pressure environment suits me and brings out my best.

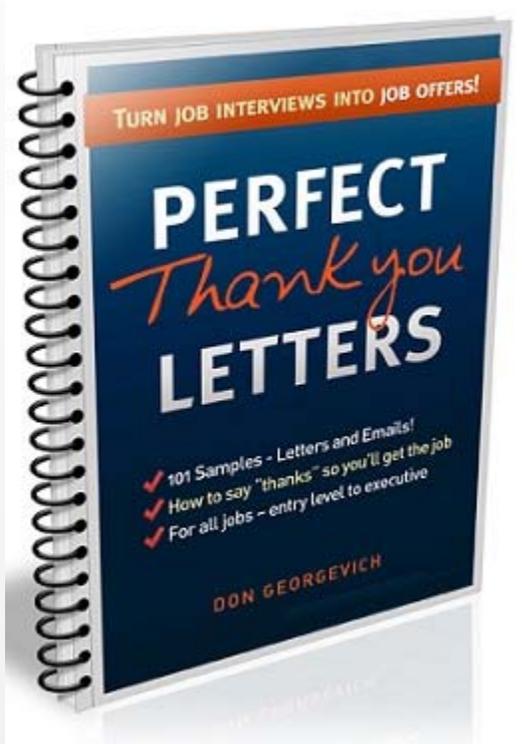
I did not mention that I value attention to detail as an important part of financial analysis and leadership. Only the best is acceptable for the level of work you require. I believe that I can add leadership to your team with my detail-oriented nature.

Thank you for your time. I hope to speak to you soon and I'm looking forward to joining your team.

Sincerely,

Mark Gund
876-121-0623

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