

Thank You Letters to Employers

Take a second and put yourself in an employer's shoes:

It's the end of the day, you've interviewed 15 job candidates via Skype and you need to narrow the pool to 4 candidates by 5 PM tomorrow. There are one or two people you could probably cross off of the list right now, but the other 13 are equally qualified. You took notes during the interviews, but everyone seems to have jumbled together at this point. How do you make your decision?

Saying "Thank You" to employers for their time and attention is a must, and it's far more important than you may think. In the scenario above, a thank you note can make the difference between being forgotten and taken out of the candidate pool and being asked back for a second interview. A thank you note to an employer not only shows that you appreciate the opportunity to speak with them, but it is also a chance for you to reiterate what you can do for them or their company and help them remember who you are among the sea of other candidates. It is also an opportunity for you to add any additional pieces of information about yourself that you forgot to mention during the interview.

First, you need to know when thank you notes are appropriate. Hint: ALWAYS. A thank you note can quickly set you apart from other job candidates during an interview process or make you stand out among other students at a COB event. Thank yous should be sent within 24 hours of your interaction with the employer. You should send a thank you note to every person involved in the process; interviewers, administrative assistants who set up the interview, people you met in the office during a tour. However, **do not** send the same letter to every person you need to thank. Instead, personalize each letter for each person, each time you send them a thank you note. Here are the times thank you notes are important and necessary:

- **After you speak with an employer at a COB Event** – Sending an e-mail is appropriate
- **After a phone or Skype interview** – Sending an e-mail is appropriate
- **After an in-person interview** – Sending an e-mail followed by a *different* handwritten note is appropriate

Step two is knowing what to put in your thank you note to make it as effective as possible. You will obviously want to say "Thank you", but you should also remind them of a specific topic that was discussed, or maybe something you had in common. Most importantly, you want to reiterate your skills, experiences, and talents and briefly explain how they fit the needs of the job position and the company.

Here's what a good thank you note should include:

1. **Say "Thank You"** – *This person took time out of their day to speak with you. Let them know you understand how valuable their time is and how much you appreciate it.*
2. **Show you were paying attention** – *Mention something the two of you had in common or something you learned from the interviewer. It will give the note a personal touch, but also help the interviewer remember you.*
3. **Add new information** – *If you forgot to touch on some of your skills or experiences during the interview or meeting, take this time to bring it up. Giving the employer new information can help keep them interested.*
4. **Sell yourself, again** – *Take the opportunity to make connections between your skill set and the job responsibilities. It never hurts to remind the employer of what you can bring to the table.*

Month, Day, Year

Dear Ms. Johnson:

Thank you for taking time to interview me today. I enjoyed hearing your views on the integration of technology into the company's marketing platform. I am really impressed by [company name]'s dedication to growth and development.

I have significant experience with marketing development and implementation at [previous employer] where I lead a team of 7 individuals and developed a national marketing campaign strategy. This experience provided me with the skills necessary to develop advanced marketing strategies, effectively lead teams, and engage in positive client relationships. I believe my experiences in customer service and marketing development make me an ideal candidate for the [job position]. I am confident, after our conversation this morning, that I am well-prepared to succeed in [list a few job requirements].

It was truly a pleasure to meet you. If you need any additional information, please do not hesitate to contact me at (828) 888-8888 or job.candidate@appstate.edu. I look forward to hearing from you.

Sincerely,

Your Handwritten Signature

Your Name Typed (If you are sending an e-mail)