

THANK YOU LETTER

It is often underestimated how much a thank you letter can mean. It may be the difference between getting passed over and getting the job. Sending a thank you letter after an interview achieves three often overlooked imperatives:

- 1) **Reminds the employer who you are.** By sending a letter, you keep your name prominent in a sea of other candidates. A thank you letter can help to set you apart from the others.
- 2) **Gets Personal.** Sending a thank you letter is an important social grace that says something about you as an individual. It communicates two important characteristics sought by many employers--politeness and respect.
- 3) **Gives you an opportunity to reiterate.** A thank you letter presents a great opportunity to briefly restate your qualifications and compatibility with the organization. It provides an opportunity to express your continued interest in the position for which you interviewed. A thank you letter also gives you a chance to say the things you might have forgotten during the interview.

CONTENT OF A THANK YOU LETTER

I. Opening

- ◆ Express appreciation for interview
- ◆ Remind employer of the position for which you interviewed
- ◆ Give brief impression of company/work area/interview as a whole

II. Body

- ◆ Review important points made during the interview, and reiterate your fit with company
- ◆ Highlight your qualifications for the position

III. Closing

- ◆ Reiterate thank you
- ◆ State your intent to follow up

TYPED VS. HANDWRITTEN THANK YOUS

A common question from job searchers is whether a thank you letter should be typed on professional paper or handwritten on a traditional thank you card. The answer is that both are acceptable. The handwritten thank you does add a personal touch that a typed letter does not, but the important factor is that you should send a thank you after an interview as opposed to not sending one. In some cases, the thank you letter has been the deciding factor in which candidate was offered a position between two equally qualified individuals.

There is also the question about sending thank you notes via email. While this might be appropriate for some employers, this method should only be chosen if you absolutely know the employer checks their email daily and they wouldn't mind receiving job search correspondence in this manner.

TIPS

- ◆ Follow up quickly. Try to get the thank you letter out immediately after the interview.
- ◆ Thank you letters should be short and friendly. Do not write a novel or go in-depth.
- ◆ Do not bring up any negative points. (For example, don't mention poor grades.)
- ◆ **NO SPELLING OR GRAMMAR ERRORS.** Employers hate this type of carelessness.
- ◆ Be sure to state your compatibility and fit with the organization.
- ◆ Be complimentary of the organization-- but, **do not** over do it!

For additional assistance with thank you letters, visit the Career Services Office, Administration Building, Room 107.

Sample Thank You Letters

1234 South Boundary
Aiken, SC 29801

March 17, 2008

Allison Smith
Director of Personnel
Any County Schools
471 School Road
Anywhere, SC 19801

Dear Ms. Smith:

I thoroughly enjoyed my visit to Any School and our interview for the third grade teaching position. Thank you for taking the time out of your day to speak with me.

I am very excited about the many special programs you are implementing. Your "Life Long Learning" program is an excellent way to increase the professional development of your teachers. It was quite evident that quality education is something that you strive for with both your teachers and students.

Also, I enjoyed meeting Principal Howard Jones. I appreciated his taking the time to discuss some of the goals he had for Any School.

Again, thank you for the opportunity to interview. I believe I am a strong fit, and would love to be a part of a school which represents such high standards in the education community.

Sincerely,

Justin Thyme

Example of a handwritten thank you on stationery:

Dear Mr. Bond:

I would like to thank you and the rest of the search committee for the opportunity to interview for the marketing position with XYZ Corporation on May 14. I appreciated your hospitality and enjoyed meeting you and the members of your staff.

It was very impressive to hear how XYZ plans to expand its market into Canada and South America, and how this position would play a large role in that expansion. I would like to reiterate that I believe I am a strong fit for this position. My two years as a marketing executive have given me skills and experience in various areas, including customer service, product advertisement, employee supervision, and account sales. I see these qualifications as strongly matching to the position needs that we discussed.

Again, thank you for your time and consideration. I am very excited about the opportunity to be a part of such a successful organization.

Sincerely,

Ima Pacer