

THANK YOU LETTERS



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Saying thank you is a small task that can yield big results, especially if it comes after a job interview. Sending a thank-you note within 24 hours of your interview could mean the difference between an offer and a rejection, according to a recent TopResume survey.

“The interview doesn’t end when you walk out the door,” said Amanda Augustine, career advice expert for TopResume. “The actions you take – or don’t take – after your job interview can have a major impact on the employer’s hiring decision.”

Why send a thank-you note?

If an employer has two equally qualified candidates, the offer will always go to the person who took the time to send a thank-you note. Sending the note sets you apart from the others. It shows the employer that you're polite, that you can follow through, and that you're truly interested in the role. Also, your note will demonstrate to the employer how well you can write and convey your thoughts in a short amount of space – a skill that is highly valued in myriad roles.

When should you send a thank-you note?

Timing is everything. If you send the thank you right away, your interviewer will either assume you're sending a generic template that didn't require much thought or that you're desperately eager for the job – both of which can be turnoffs to employers.

What should be in the note?

- Thank the person for their time
- Reiterate your interest in the position, referencing specific aspects of the role and/or company that genuinely resonate with you
- Mention something you liked about the interview
- Highlight your main qualifications for the position – without reciting your entire resume – and your confidence in your ability to do the job well
- Focus on the qualifications that most interested the interviewer
- Address any concerns the person expressed about your candidacy
- Incorporate little details you learned about the interviewer during small talk to personalize your message and remind the person of the rapport you built with one another

Ask yourself these questions: Did the interviewer(s) enjoy the conversation?

Where did you connect with them? And what kind of interviewing style did they have (warm and friendly versus strictly business)?

As with your resume and cover letter, it is best to customize the thank you, and double- and triple-check it for grammatical and spelling errors. A typo-filled follow-up can easily ruin the stellar impression you made during the interview. If you met with multiple people, be sure to send one note to each person if you have their contact information.

One important thing to remember is to not write your thank-you note like a novel. It should get your point across, but not be so wordy that the interviewer doesn't read the whole thing.

If you're concerned your message is too long, consider how much would fit in a standard thank-you card you'd buy at a stationary store. If it wouldn't fit there, reevaluate your message before you hit 'send.

Handwritten vs. email

The format you choose for your thank-you message should be based on what you know about the company's culture.

If you interviewed with a tech startup, chances are, your interviewers will appreciate a paperless thank-you note in their inbox the next day. You also have the benefit of hyperlinking to additional information and attaching your resume to strengthen your message and jog the interviewers' memory.

Email is the most common form of thank-you note in today's digital world, and the medium that most places prefer and expect. However, there are certain circumstances where a hand-written thank-you card may score you bonus points with the hiring manager. If you interviewed with an organization that has a traditional company culture, sending a snail-mail thank you, in addition to an email. Not only will this cover your bases, but the handwritten note will arrive a couple of days after your email, helping to grab the hiring manager's attention once again.

Helpful tips

10 tips for writing an effective post-interview thank-you letter.

1. Write the note quickly – within 24 hours of your interview
2. Personalize each thank-you note to each interviewer you meet with
3. Be genuine and appreciative
4. Reinforce interest and enthusiasm in the position and company
5. Make sure to highlight your key selling points and why you'd be a good fit
6. Address weaknesses or misunderstandings that came up during the interview
7. If there was anything that was not discussed in the interview, but that you want to touch on, do it in the thank-you note
8. Keep it brief
9. End the note with much thanks and gratitude for the opportunity
10. Make sure there are absolutely no typos, misspellings, etc. Proofread



John Smith

Belleville, ON

Tel: 613-555-1234 jsmith@email.com

29 March 2020

Mr. Brian Adams
Human Resources Director
Some Company Inc.
Belleville, ON K8M 5D4

Dear Mr. Adams

I want to thank you very much for interviewing me yesterday for the Senior Accountant position. I enjoyed meeting you and learning more about the position and Solar Systems Inc.

The interview strengthened my interest in the position and in working for such a dynamic company. I believe my qualifications and experience, particularly my familiarity with your current systems, fit well with the job requirements and I am certain I would make a positive contribution to the company. In addition, my strong analytical skills would benefit the new direction the company is taking.

I would like to reiterate my enthusiasm for the position, it is the opportunity I have been looking for. I look forward to hearing from you once the final decisions are made regarding this position. Please feel free to call me at the telephone number listed above if I can provide you with any additional information.

Again, thank you for the interview and for your interest.

Sincerely

John Smith



Flint Lockwood

Swallow Falls, ON K0K 9K9

Home 613-000-0000

s.seeker@email.com

Cell 613-000-0000

29 March 2020

Mrs. Jane Jackson
Marketing Manager
ABC Company
Belleville, ON K7G 4S7

Dear Mrs. Jackson

Thank you for the opportunity to discuss the Executive Assistant position this morning. The interview gave me a thorough understanding of what is required by the company and the position.

I feel confident that my strong administrative and customer service skills will benefit this position. I have extensive experience in all the computer software packages that you use, and I am certain that my efficiency will ensure your deadlines are met.

I enjoyed meeting the other staff and would consider it a privilege to be part of such a dedicated team.

As agreed, I will contact you by Tuesday of next week to gain feedback. Again, thank you for your time and consideration.

Sincerely

Flint Lockwood



Teddy Bear

Belleville, ON K0K 0K0
613-000-0000
t.bear@hootmail.com

29 March 2020

City of Funville, Inc.
6830 Hwy. 99 East
Funville, Ontario K8J 8H6

Good morning Mr. Southwood,

Thank you for taking the time to speak with me yesterday about the B2B staff writer position with Plush Cotton. It was a pleasure meeting with you, and I truly enjoyed learning more about the role and the company. After our conversation, I am confident that my skills and experiences are a great match for this opportunity.

I am very enthusiastic about the possibility of joining your team and would greatly appreciate a follow-up as you move forward with the hiring process. If you need any further information, please do not hesitate to contact me by email or phone.

Thank you again, and I hope to hear from you in the near future.

Best regards,

Teddy Bear



Summer B. Warm

Cityville, ON

summerb@internet.com

Phone#: 613-000-0000 Cell#: 613-000-0000

29 March 2020

Some Hairstylist Salon
10 Hair Crescent
Cityville, ON K0K 1M1

Dear Ms. Cutter:

Thank you for meeting with me this morning to discuss the executive assistant position. I enjoyed our conversation, and I am very excited about the possibility of joining your team.

I am knowledgeable in regard to operating a busy and successful office. In my last position as an administrative assistant for XYZ Company, I helped manage all aspects of the operation, handling tasks such as bookkeeping, customer service, claims processing, report preparation and ongoing communications with the district manager.

You mentioned that you need an assistant who has strong “people” skills, and this is an area in which I excel. At XYZ Company, I assisted the manager build a loyal client base by consistently providing excellent customer service. My last supervisor said, “John is one of the hardest-working employees I have known. His friendly and professional customer-service skills helped the firm achieve a 20 percent revenue increase last year, and I couldn’t have done it without him.”

I don’t see the executive assistant role as a punch-the-clock, 9-to-5 job; I will be your “right hand”—helping you manage the day-to-day operations, volunteering for special projects, and ensuring the company is positioned for growth and increased profitability.

Again, thank you for considering me for this exciting opportunity. As requested, I’m enclosing a list of professional references. Please feel free to call if you need additional information, have any questions or would like to offer me the job! Thank you for your time, and I look forward to hearing from you.

Sincerely,

Summer B. Warm

