The Thank You Note:

It’s not just a gesture. Sending a thank you note is an essential part of your job search! Not following up with a written response may signal a lack of interest. A thank you note gives you the opportunity to reiterate your interest in the organization, summarize your qualifications, and include any information which may not have been discussed in the interview.

Tips for success:

- Send a thank you note within two days of the interview
- Type or neatly handwrite the note on either simple personalized stationary or bond paper
- Send individual notes to each person with whom you interviewed
- Keep your note brief…after all, it is only a “note”
- Restate your interest in the position!

Here’s a sample format:

Date
Name of interviewer
Title
Department (if applicable)
Name and address of organization

Dear Mr./Mrs./Ms. __________________:

First Paragraph:
Thank the interviewer for interviewing you and mention how much you enjoyed the meeting. Make sure to specify the date you interviewed and the position for which you are a candidate.

Second Paragraph:
Reiterate your interest in the position, and restate why you feel you are qualified to be hired. Mention anything specific that impressed you during the interview. If you have had any new developments since your interview (e.g., new awards, research opportunities), mention them here if they relate to the position.

Third Paragraph:
Offer to send any additional information (e.g., references, writing sample, etc.), if appropriate. Thank the interviewer again for his/her time. A quality thank you note affords a final opportunity to differentiate yourself…take advantage!

Sincerely,

Signature

Name
Address
Additional Thank You Resources & Samples:

From NACE:
http://www.jobweb.com/Resources/Library/Samples/Sample_Thank_You_72_01.htm
From Monster:
http://content.monster.com/articles/3481/18485/1/home.aspx
From Microsoft:
From Vanderbilt:
http://www.vanderbilt.edu/career/planning_guide/chapter12.html