

## Thank You Letters



### Why Write a Thank You Letter

The thank you letter cannot be neglected in today's competitive market. You need an edge over the other candidates. Sending a thank you note can increase your chances of being hired. This allows you the opportunity to market yourself one last time. The bottom line is that less than 10% of interviewees ever follow-up interviews with thank you letters. If you do, you rise that much higher to the top of the candidate pool.

### How to Write a Thank You Letter

You should plan to send a thank you letter as soon after the interview as possible. **It's best to send within 24 hours of the interview.** To be most effective, it should arrive prior to the final hiring decision. Here are some of important points you may want to include:

1. Express Enthusiasm  
Convey your interest in and enthusiasm for the position. Try to be specific about why you are interested and how you are a good fit for the company.
2. Address Unresolved Points  
Address any issues or questions that came up during the interview that you feel you did not fully answer. This letter is your last chance to make a positive impression on the interviewer.
3. Be Sincere  
The letter must be genuine, unique, and sincere - assure them you recognize the importance of the meeting and appreciate their time.
4. Personalize It  
You will undoubtedly be one of many interviewees in a short time period - you need to set yourself apart from the other candidates. In your letter, highlight a key point from your interview that you believe the interviewer will remember. Additionally, if you meet with more than one person, consider sending them all thank you letters, each one a bit different. You may not know exactly who in the group will be making the decisions. This will also force you to remember with whom you interviewed.
5. Make One Last(ing) Impression  
Interviewers, especially if they are interviewing several people, will typically only remember 3-5 things about you. Choose 3-5 points about your candidacy - the best you have to offer - and highlight it in your resume, cover letter, interview, and finally, in the thank you letter.

### Handwritten, Typed, or Emailed?

There are many opinions about the presentation style of thank you letters. We generally recommend typing the letter in a business-style format (much like your cover letters), triple-checking for typos and grammatical errors.

Sending thank you letters via email is fine as long as it fits the "culture" of the organization and is used appropriately. Be sure there is no doubt as to the email address (you may or may not be informed that the message was undeliverable). Format your letter with all the same formalities as a regular thank you letter. Email tends to make us a bit less formal and you do not want the note to be overly casual. You may consider following up the email letter with hard copy.

Handwritten cards are a nice personal touch. Make sure your handwriting is neat and legible. Your writing style and content should remain professional.

Feel free to contact the Career Services Office for more information and advice on writing thank you letters. Email: [jobweb@shepherd.edu](mailto:jobweb@shepherd.edu)

Your Street Address  
Your City, State Zip

January 25, 2016

Mr. Fred Jones  
Director, Editorial Services  
Atlantic Publishing  
2020 Wharf Avenue  
Newport News, VA 23607

Dear Mr. Jones:

I want to thank you very much for interviewing me yesterday for the associate editor position. I enjoyed meeting you and learning about your company and publications.

My enthusiasm for the position and my interest in working for Atlantic Publishing were strengthened as a result of the interview. I think my education and internship experiences prepared me well for the requirements of the position. I am sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and the opportunity to work with you as well as your staff. Please feel free to contact me at (804)555-1212 or r.shepherd@myemail.com if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

(your signature)

(your full name typed)