

THANK YOU LETTERS

Believe it or not, only 1% of job applicants send a thank-you note to follow up on an interview, according to human resources professionals. Often, these applicants are the ones who end up getting the job because that simple courtesy makes them stand out from all the other job applicants with similar credentials.

Send a thank-you note the same day or the day after the interview. If this was your first interview, you could send a typewritten note, especially if the experience was rather formal. If you are responding after a second interview, if the interview seemed more casual, or if you knew some of the people interviewing you prior to the interview, you might consider sending a handwritten note. While many employers would appreciate an email thank you rather than none at all, there is no substitute for the professional impression you make with an actual letter or card. No matter what form you choose, use the letter to restate any positive points you want to make about yourself or to include any important information you may have forgotten to emphasize. Be sure to include pertinent information about the company or position that you discussed during the interview, and reaffirm your interest in the job.

What exactly should you write? Here's a possible format to follow:

“Dear _____:

I would like to express my thanks and tell you how much I enjoyed our conversation today. The _____ job sounds very interesting. I am even more enthusiastic about it after meeting with you and hearing about _____. I believe my _____ skills and experience make me well qualified for this position.

If you need any further information, I can be contacted at the address below. Thank you, again, for your time and I look forward to hearing from you.

Sincerely,

Your name

Your address

Your email

Example of a thank you letter

June 12, 20_

Second Union Bank
Ms. Gimme A. Dollar
Customer Service Manager
21 Money Drive
Silver City, MA 55555

Dear Ms. Dollar:

I want to thank you for taking time to interview me yesterday. The customer service position open in your bank is exactly what I am looking for and my interest has only increased since our meeting. It was very helpful to me to learn about your training program. I understand that customer service is where I would start to pursue a career in the banking industry and I appreciate that you took the time to lay out a typical career path for someone with my qualifications. The training program at Second Union Bank is the best in the industry and I believe my professional goals are in line with the philosophy of your organization.

I had a chance to read the *New York Times* article you told me about concerning the ways in which electronic banking is expanding with advances in technology. It is amazing to think how many directions the industry could go in with all the changes in global banking regulations and the transactions one can make from a simple home computer. The challenge to stay on top of things is both compelling and exhilarating.

Thank you again for your time. After my interview, I am even more excited about the possibility of starting my career with Second Union Bank. I look forward to hearing from you soon.

Sincerely,

Susie Wants-Ajob

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