

THANK-YOU NOTES

If you are looking for ways to stand out from other applicants, be the one who sends a thank-you note or email 1 to 2 business days after the interview. A thank-you note is a chance to stand out, demonstrate follow-up skills, add to interview conversations, and reiterate your top qualifications.

Use the guidelines below for why, when, and how to write a thank-you note or email:

Send a thank-you email after a phone interview. You don't have to wait for an in-person interview to send a thank-you. A quick, simple email can go a long way.

Thank you for taking the time to talk with me on the phone today. Please let me know if I can answer any other questions, and I hope to hear from you again soon.

You can also add information you didn't cover in the interview. You know that feeling when you walk out of an interview and think, "Why didn't I say X? I should have told them about that project!" The thank-you note can be your second chance.

It was good to learn more about how you collaborate with your managed service vendors. I don't think I mentioned that my previous role involved negotiating a new IT services contract.

Finally, if you are working with an HR representative or recruiter who is coordinating the interview process for you, follow up with them as well. When you finish a round of interviews, let your recruiter know how it went.

Dear Sam,
Thank you for setting up the call with Rebecca today. She and I had a good conversation about the regional office's rapid growth, and it was nice to find a fellow Lubbock native!

Thank-you note etiquette can be a challenge when you meet with multiple people during an interview. A good rule to follow is to write an individual follow-up note to each person. Before leaving, ask for business cards of each person interviewing you.

Dear Shelly,
It was a pleasure to meet you on Tuesday. Your description of the coordinator role and how you facilitate the weekly office communications was very helpful. Good luck with the event next week and thanks again!

Use the thank-you note to expand or reinforce your interview conversations. If you mentioned a project, organization, or article, include a link to further information.

We talked about the conference where I learned about the new IT governance strategies, and I wanted to share a link to the presentation I mentioned.

If you don't have the contact information for each person on the interview panel, it is still important to name each person you met with.

I enjoyed meeting you and the rest of the team yesterday. Please tell Cindy, Sam, and Rebecca thank you for their time and thoughtful questions.

COMBINE THE ABOVE EXAMPLES THAT WORK FOR YOU TO FORM A COMPLETE THANK-YOU NOTE OF THREE SENTENCES TO A COUPLE OF PARAGRAPHS. BE SURE TO WRITE YOUR NOTE IN YOUR NEATEST HANDWRITING AND ADD A PERSONAL TOUCH FROM YOUR INTERVIEW!