

Thank You Notes

Sending thank-you notes after interviews and networking meetings leaves a positive impression, creates an opportunity for ongoing communication, and strengthens your candidacy.

- Send a thank you letter immediately after each interview, ideally within 24 hours.
- Thank you notes may be emailed or handwritten-consider the organization's culture and your contact's timeline. An email, when received quickly, is a better choice after an interview with a quick decision turnaround or if interviewed by a traveling recruiter. After an informational interview, a handwritten thank you note is a choice that will leave a positive impression.
- If you handwrite your note, use good quality paper or stationary and make sure that your handwriting is legible.
- If you spoke with more than one person, write a thank you note or email to each individual.

Thank You Note Script

- In the first paragraph, state when and where you had your interview and thank the interviewer for his or her time.
- In the second paragraph, highlight an aspect of the conversation that captured your interest and reiterate your relevant qualifications.
- In the last paragraph, communicate your continued interest in the position and thank the employer for considering your application.