



# Thank You Letters: Points to Consider

---

- Write a thank you letter or note no later than 24 hours after the interview, even if things didn't go well.
- Be brief and to the point. Note the job you interviewed for, and also list the date of your interview.
- Always address a thank you letter to a person by name and title. Include your personal calling card if you have one.
- If there are multiple people, such as a panel interview, send a separate thank you to each person, or send a single thank you to a key person for distribution. When sending more than one thank you letter, it's very effective to vary each letter.
- When thanking a potential employer, restate your interest in the position and the employer.
- The thank you letter is an opportunity to again sell your qualifications. Briefly include any pertinent information you failed to mention earlier. Be sure to reemphasize your most important qualifications and skills for the job. Note anything that was mentioned in the interview that you can enhance or you feel may not have been discussed fully.
- Try not to start consecutive sentences with the same word.
- Offer to come in for another interview or to provide more information if needed.
- Always plan your follow-up. Make it a point to tell the person when and how you will be following through.
- Learn to say thank you when you're with the individual. Don't let that be all you do; follow-up with a thank you letter, note or phone call. You may want to make the effort to meet with the person again for the primary purpose of saying thank you.
- Of course, you should always say thank you whenever you're on the phone and someone helps you. There may be occasions when you'd call someone specifically to thank them.