

## Thank-You Notes

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The thank-you note (letter or email) is one of the most important, yet probably one of the most underutilized, tools in a job search. It establishes goodwill and expresses appreciation and can strengthen your chances for being hired for the position. Everyone who helped you in any way should get a thank-you note – networking/informational interview contacts, references, and job interviewers.

If it's not possible to send a thank-you note to everyone you met during an interview, send a thank-you note to your host or the highest ranking manager you met, extending your appreciation to everyone else through them. Just make sure to send the note as soon as possible after the interview – within 24 hours! It is equally acceptable to send a thank-you note via email or through the USPS.

Thank-you notes should be warm and personal. They're a good chance to further make a great impression. Start out by expressing your sincere appreciation. Follow by reemphasizing your strongest qualifications. Reaffirm how your qualifications truly match the requirements of the job.

At the close of the note, mention your interest in the position one more time. This is also your chance to give any bit of new information that would complement what your interviewers learned about you in the interview. Close your note by restating your appreciation for the interviewer's time and consideration.

### Example:

123 University Avenue  
Madison, WI 53715

July 6, 20xx

Craig Foster, HR Representative  
Department of Children and Families  
456 Capitol Square  
Madison WI 53703

Dear Mr. Foster:

I want to thank you very much for interviewing me yesterday for the Policy Assistant position. I enjoyed meeting you and learning more about your team's work and the future of the agency.

My enthusiasm for the position and my interest in working for DCF were strengthened because of the interview. I am confident my education and internship experiences fit perfectly with the job requirements, and I am sure that I could make a significant contribution to the organization.

I want to reiterate my strong interest in the position and in working with you and your staff. *{Mention something personal that you and this person discussed that relates to the job to increase their memory of you and the connection}*. Please feel free to contact me at (608)555-1234 or BLaFollette@wisc.edu if I can provide you with any additional information.

Again, thank you for your time and consideration.

Sincerely,  
Bobby La Follette

## Additional Examples

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2625 Greenfield Avenue  
El Paso, Texas 79910

May 14, 200X

Steven R. Cummings  
National Sales  
Manager  
Prizm Pharmaceuticals Corporation  
1050 Industrial Parkway  
Jacksonville, Florida 32201

Re: Interview for the Position of Sales Representative,  
Southwest Territory, on May 9, 200X

Dear Mr. Cummings:

Thank you for your courtesy during our meeting on Tuesday. The continued success of Prizm Pharmaceuticals offers just the kind of career challenge I have been seeking.

In my former positions as both a product detailer and a sales representative for a hospital products company, I dealt extensively with the two types of clients I will encounter in the Prizm position: physicians and hospital purchasing agents. Further, my undergraduate degree in biology combined with Prizm's training program will give me the background I need to knowledgeably discuss its products and their effectiveness. I am a quick study, as my college and work record have shown.

I am able to travel and devote the time necessary to build this new territory for Prizm. As a lifelong resident of the Southwest, I am familiar with the territory and characteristics of the people.

I have what it takes to be a top member of your team, and I would like to work with you to achieve your sales objectives. I look forward to hearing from you next week.

Best regards,

*Lindsey N. Crawford*

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**Maxwell Hong**

123-D North Circle Drive, Toronto, Canada [mhong@aol.com](mailto:mhong@aol.com)

September 7, 200X

Mr. Brent C. Nabany, Vice President  
21st Century Developments  
5555 Hassau Broadway  
Toronto, Canada 44568

Dear Mr. Nabany:

Thank you for the opportunity to interview for a sub-contractor coordinator position. I was impressed with the warmth and efficiency of your offices and your genuine interest in acquainting me with your staff and company goals.

During our discussion, I told you about my background in sub-contractor coordinating. Although our conversation focused on hiring policies, top contacts, and scheduling strategies, I wanted to underscore our mutual priorities. The latest issue of *Building Issues* brings to my attention a priority we share: Beating the competition's quality by miles.

I have always strived to reach high quality results by using the most appropriate materials and by studying the quality of materials used by other companies. Among my favorite suppliers, you may recognize the following names: Namath Re-bar, Drywall By-the-Mile, and Lionel Fixtures.

Such high standards have been so central in my work that I feel compelled to join such a demanding company as yours. Thanks again for the interview. I look forward to contacting you next week to check on the progress of your search.

Sincerely,  
*Max Hong*

Both examples taken from The Perfect Follow-Up method to Get the Job by Jeffrey G. Allen, JD, CPC.

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18 Central Park Street  
Anytown, NY 12096

(Date)

Jane Smith  
Senior VP  
ABC Corporation  
1 Industry Plaza  
Anytown, NY 12096

Dear Ms Smith:

I would like to take this opportunity to thank you for the interview Wednesday morning and to confirm my strong interest in an entry-level position with your company.

As we discussed, I feel that my education and background have provided me with an understanding of business operations which will prove to be an asset to your company. Additionally, I have always been considered a hard worker and a dependable employee. I am confident that I can make a valuable contribution to your Group Pension Fund area.

I look forward to meeting with you again in the near future to further discuss your needs.

Sincere regards,  
*James Sharpe*

From Cover Letters That Knock Em Dead by Martin Yate