Thank You Letter Guide

Did you know that a majority of candidates do not send a post-interview thank you letter? Even if you feel great about the interview, you can always improve your chances of securing the job by sending a thank you letter.

A Thank You Letter should be sent after an interview, typically within 24 hours. You will want to thank the interviewer(s) for his/her time while also reinforcing yourself as a great candidate for the job. Even if you decide that the position or company is not a good fit for you, a thank you letter ends the experience on a positive note!

Email or Snail Mail?

In most cases, you will want to send your thank you letter electronically, especially if you have mostly corresponded with the company via email. Email thank you letters have a definite advantage over snail mail: They can put your name in front of the interviewer(s) on the same day of your interview. If the company you interviewed with seems more formal and traditional, you can send your thank you letter in the mail, provided it will get there quickly.

You should always send a thank you letter to each individual (if you had more than one interviewer or if there were others such as an administrative assistant who helped you that day as well). The thank you letter should be personalized to each individual.

What to Say in Your Thank You Letter

Your letter should briefly recounting your qualifications, reiterate your core strengths, and emphasize the value you offer. You can also add important information you did not get to discuss in the interview. A standard thank you letter should accomplish several things:

- Thank the person for the opportunity to interview with the company
- Recap some of the conversational highlights (you can even make it personal by mentioning something interesting the interviewer said about themselves, their family, job, etc. and/or remembering a connection you made with him/her)
- Most importantly, sell yourself as a good fit--"This position is a good fit for me because of ABC and my past experience in XYZ."

To schedule an appointment with a Career Advisor, call 937-775-2556.

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