

Thank You Notes

Career Services

Want to be a cut above the rest? Do you want to take five-minutes and be the one person out of four to go the extra mile? Write a thank you note after your interview!

Stationary

A thank you note should be written on a plain card or typed on paper similar to your resume paper, though cut smaller. The easiest avenue is to go to the store where you purchased your resume paper and buy some cards already in stock.

Thank you notes can be typed (if resume paper is used) or handwritten. Note that recent sources say that higher priority is given to opening handwritten correspondence. A small envelope with an address in neat, legible handwriting will probably be opened the same day it is received.

Timing

Your goal is to get the job. Your note will only be useful in making you stand out if it is received *before* the employer makes the decision. Write it to your interviewer and mail it when you get home from the interview. Mail it within 24 hours if your interview ends at midnight and your leg is broken so you can't drive to the post office for stamps.

Format

Depending on the space you have, this note can be four sentences or more. Convey each of the following:

- Thank you for the interview.
- Mention some detail specific to your interview discussion (helps the interviewer remember which one you are).
- Any additional information you needed to provide or you wanted to add or highlight
- Some future action like the offer of a number for more information, an offer to contact you, a mention of seeing the interviewer again...

Then sign, sincerely or thank you and your signature. Simple!

Final Note

No typos, handwritten or not, allowed! Have a friend proof it before you drop it in the mail. At least look at it one more time in the post office parking lot before you seal it and drop it in the box.