

THANK YOU NOTES

Writing a thank you note to a prospective employer after an interview is a good way to set yourself apart as a candidate and remind the employer why you are the perfect person for the job.

Thank You Note Tips

- Write and send a thank you note within 24 hours of your interview.
- You can type, handwrite, or e-mail your thank you note; the most important thing is that you send one! The culture of the company or the timeline for filling the position may help guide you (e.g., if they are a technology-based company, or if they are making a quick hiring decision, e-mail will probably be best). If you choose to send a handwritten note, make sure that your writing is legible.
- Send an individual note to each person who interviewed you. Collecting business cards at the end of the interview is helpful to ensure that you have the correct spelling of each person's name and job title, but if needed, you can always call the organization after the interview and ask for assistance in getting the necessary information.
- Be authentic in your appreciation. Review sample thank you notes to get started, but use your own thoughts and words to express your thanks.
- Keep your note concise.
- Proofread to ensure your note is free of errors. Bring your note to the career development office to have a career counselor proofread it.

Items to Include in Your Thank You Note

- Express appreciation for the interview.
- Reinforce your interest and fit for the position.
- If applicable, address any reservations that the employer may have in hiring you, while still framing your qualifications in a positive light.
 - For example: *I realize you are concerned that as a new graduate, I may not meet your requirement of having two years of experience in human resources. However, I want to emphasize that my internship experience, my leadership role with Calvin College's Student Association for Human Resource Management, and my strong academic performance in business and human resources courses have effectively prepared me to excel in your position.*
- If necessary, mention key qualifications or experiences you forgot to discuss during the interview that would be crucial for the employer to know.
 - For instance: *In addition to the skills and abilities we discussed during the interview, I am extremely well versed in using SPSS research software, after assisting a professor with a research project last summer. I know that proficiency with SPSS is listed in the job description for this position, and I would welcome the opportunity to contribute my experience with this software to your company.*
- Reiterate your appreciation for the employer's time and consideration.
- Indicate that you are looking forward to the next step in the process and hearing back from them soon.

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