THANK YOU NOTES

Writing a thank you note to a prospective employer after an interview is a great way to set yourself apart as a candidate!

Tips for Thank You Notes

- Notes can be handwritten, typed, or emailed — just send one!
- Send within 24 hours of the interview.
- Send an individual note to each person who interviewed you. Collecting business cards at the end of the interview is a great way to ensure the correct spelling of each person’s name and title.
- Review samples to get started, but write using your own words.
- Keep your note concise.
- Proofread before sending!
- Express appreciation for the interview.
- Restate your interest in the position.
- If applicable, mention any key qualifications you forgot to mention or discuss during the interview.
- State your appreciation for the prospective employer’s time and consideration.
- Indicate that you are looking forward to hearing back from them soon.

Sample Thank You Note (email)

Dear Mr. Jones,

Thank you for taking the time today to interview me for the Intake Coordinator position with Advocates 180. After meeting with you and learning more about the position, I am convinced that my experience and strong interpersonal skills will align well with your needs.

I look forward to the possibility of joining your team. Thank you again for your time and consideration and I hope to hear from you soon.

Sincerely,

Jack Smart
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