Thank-you Notes

Hello my name is Sahr and I am a student at the University of St. Thomas.

It is considered courteous and professional to send a thank you/follow-up note throughout your job search to people who help you with information, such as networking contacts, as well as to people who interview you. Many times it can be considered a strategic advantage.

A thank you note can serve one, some, or all of the following purposes:

• To acknowledge the interviewer's time in considering you for the position.
• To highlight something from the conversation that you learned and/or were impressed by.
• To express your enthusiasm for the position - if you sincerely feel this way. If an organization is your first choice, let them know. If you don't feel enthusiastic, either say nothing or let them know diplomatically that you are not interested in being considered for the position.
• To supply information you promised in the interview. For example, you may have mentioned an article or paper you wrote that they wanted to see.
• To clarify and/or elaborate on a question to which you feel you responded poorly. Be careful not to begin by reminding the interviewer that something did not go well in the interview. State the thought in a strong, positive tone.

If it is clear that the interviewer has reservations about your candidacy, this is your opportunity to say something to convince her/him otherwise. You may feel that your GPA was of concern, or that the employer was troubled by your lack of direct experience. Acknowledge her/his hesitation and provide a strong, positive counterargument.

Thank you notes, should be brief. It is usually best to type your thank you notes and envelopes although it is sometimes acceptable to hand-write a card or use plain stationery.

Make sure you have legible handwriting if you choose a handwritten note. An email thank-you is acceptable as well, as long as it is sent the same day as the interview. Whatever format you choose, remember to keep it formal and that it should be sent no later than 2 days after the interview.

If you are interviewed by more than one person, it is appropriate to:

• Write everyone a thank you note (be sure that each is slightly different; interviewers from the same organization sometimes share notes with each other)
• Write everyone something that reflects your discussion with the particular individual being addressed (you can also include a sentence like "I hope we will have an opportunity to work together" to one of the interviewers)

These are a few points concerning Thank You Notes. If you have additional questions on this or any other career related concerns, be sure to visit the University of St. Thomas Career Development Center for additional resources, samples or to meet with a counselor.