

You're not finished yet -

# The Thank You note



Congratulations — you aced your job interview! You really wowed the hiring manager you spoke with, and they assured you the company would be in touch soon with their decision. You're a shoe-in for the job, and you'll probably get it — unless you forget to follow up.

It may be one of the most commonly overlooked pieces of job-search advice, but sending a thank you note after an interview really is crucial to sealing the deal. Thanking the hiring manager for his or her time is not only polite, but it also demonstrates a sincere interest in the position and the company. According to a survey by online job-matching service [The Ladders](#), 75 percent of interviewers said that receiving a thank you letter from a candidate affects their decision-making process.

Failure to follow up can be the deciding factor in rejecting a candidate who is otherwise a great fit," said Amanda Augustine, a career expert at The Ladders.

A thank you note also allows you to reiterate why you are the best person for the job. The letter is best sent via email within 24 hours of the interview, while you're still fresh in the interviewer's mind. A close second choice is a neatly hand-written, professional looking thank you note. It should be brief — no more than two to three paragraphs — and reference particular points from the conversation.

As with your [résumé](#) and cover letter, customize your thank you note, and double- and triple-check it for grammatical and spelling errors. A typo-filled follow-up can easily ruin the stellar impression you made during the interview. If you met with multiple people, be sure to send one note to each person, if you have his or her contact information.

Patty Nunez  
123 Happy Valley Drive  
Santa Clara, CA. 95118



*Address your envelope  
correctly and neatly!*

Winchester Mystery House  
Attention: Mr. Nathan Emmett  
525 S. Winchester Blvd.  
San Jose, CA. 95128

# Sample thank you letters

Good afternoon, **[interviewer's name]**,

Thank you for taking the time to speak with me yesterday about the **[job title]** position with **[company name]**. It was a pleasure meeting with you, and I truly enjoyed learning more about the role and the company.

After our conversation, I am confident that my skills and experiences are a great match for this opportunity. As we discussed, I believe my **(background in / ability to) [skill or past job duty discussed in interview]** will serve me well in **[main job duty]**.

I am very enthusiastic about the possibility of joining the **[company name]** team and would greatly appreciate a follow-up as you move forward with the hiring process. If you need any further information, please do not hesitate to contact me by email at **[email address]** or by phone at **[phone number]**. Thanks again, and I hope to hear from you in the near future.

Best regards,  
**[Your name]**

Filled out, the note should read something like this:

Good afternoon, Jeanette,

Thank you for taking the time to speak with me yesterday about the staff writer position with Business News Daily. It was a pleasure meeting with you, and I truly enjoyed learning more about the role and the company.

After our conversation, I am confident that my skills and experiences are a great match for this opportunity. As we discussed, I believe my background in pitching and interviewing and my ability to manage an editorial calendar will serve me well in tracking down great stories for Business News Daily. I am very enthusiastic about the possibility of joining the BND team and would greatly appreciate a follow-up as you move forward with the hiring process. If you need any further information, please do not hesitate to contact me by email or phone. Thanks again, and I hope to hear from you in the near future.

Best regards,  
Nicole Fallon