

Thank You Notes and Follow Up

Purpose of a Thank You Note

- The most obvious purpose is to show appreciation for time and effort someone offered you. Remember: Taking the time to show appreciation to someone for time, help, and guidance can set you apart. It may just open other opportunities for you, as well!
- A thank you note is a great way to continue a conversation with a prospective employer, a recent network connection, or with someone who spent time offering you career or other advice. In theory, from your first contact through the interview process and on to your eventual hiring, you are participating in a conversation with an employer. Remember: Be respectful when reaching out and avoid bombarding others with frequent e-mails, phone calls, and written correspondence.

Thank You Notes- Tips

- **Respond to an interview, a job fair connection, or to a job referral with an e-mail within 24 hours.** We live in a fast-paced world of instant messaging, e-mails, and smart phones, and we are often judged by how quickly we respond. Many of today's human resource professionals expect quick turnaround correspondence from job seekers. This applies to requests for additional information, verification of interviews, and even thank you notes. Delays are looked at as a lack of motivation or simply being out-of-touch.
- ***Use your e-mail thank you to distinguish yourself.*** When sending a thank you to a company representative or networking connection, mention something specific you discussed or some other distinguishing characteristic of your interaction. You'll have a chance to include a little of your personality on your note.
- **As a post-interview follow-up, use your thank you e-mail to mention one additional point related to your conversation that will strengthen your candidacy.** For instance, include a specific course or courses you have taken that specifically relate to your intended position.
- **Send another snail-mail handwritten thank you note a day or two after an interview.** This is a useful tool that is often overlooked by job seekers. Many other job seekers will not take the time to write these and will simply send the quick-response e-mails as a follow up. This automatically sets you apart. Because snail-mail is slower than e-mail, these notes will reach an interviewer a few days later and remind that person of your interest. The e-mail you send will hit within 24 hours; the handwritten note will reach that same person in two to four days. A handwritten note offers a level of personalization lacking in an e-mail but make sure your handwriting is legible!
- One tip often used is to write "Personal and Confidential" at the bottom of the envelope in which you place your card for mailing. This will help insure that it will reach the intended recipient.
- Be sure to proofread your note for any spelling or grammatical errors.