



# CRAFTING A THANK YOU LETTER

## Tips For Crafting a Thank You Letter

According to *TheLadders.com*, 75% of interviewers said that receiving a thank you letter from a candidate affects their decision-making process.

1. **Do not prewrite a thank you letter.** Take time to write a thoughtful, genuine and tailored letter to your interviewer(s).
2. **Take notes after your interview.** Those notes will allow you to craft a personalized thank you letter, infusing conversation topics from your interview to remind the interviewer(s) who you are and why you are a good fit.
3. **Tailor your letter to the company culture.** A more traditional organization may prefer a handwritten letter, while a technology company may prefer an email or a format more suited to the trend within your preferred field.
4. **Use the right kind of card,** a fold over note card, to send correspondence.
5. **Send both an email and a handwritten note.** Email will get there faster and the hand written thank you letter is rare so it will stand out and make a lasting impression. This showcases your communication skills even further.
6. **Infuse specific information.** Mention information discussed with the interviewer(s) or some organizational-specific information or initiatives brought up.
7. **Include everyone!** In case you forgot to take note of the name(s) of your interviewer(s), ask them for a business card. That way, you have their name, contact information and position title. Don't forget to include administrative/secretary staff that assisted you before and/or after your interview.
8. **Personalize it.** You may have quite a list of individuals to send a thank you note to but remember to personalize it. They may compare notes, literally. Customizing notes shows the interviewer(s) that you were listening and your attention to detail.
9. **Show your value.** Do not just thank the interviewer(s) for your time, provide additional supportive details why the employer should hire you. Use specific examples of your past experiences that make you the right candidate for the position.
10. **Include relevant content or trends for your field.** Show the interviewer(s) your knowledge of trends in your field. You could include a video, article or podcast, but don't let that detract from the main points of your thank you letter.
11. **Attach another copy of your resume.** Not only will it give the interviewer(s) an opportunity to re-review your experiences, it will give you a chance to update your document and send a stronger resume.
12. **Slip in your business card,** along with your thank you note, if you have one.
13. **Fix your mistakes.** You can address and fix an imperfection. Mention that you were not satisfied with the answer to a specific interview question and take the opportunity to readdress it. This can be a way to effectively redo an interview question that you didn't feel went well.
14. **Forgot to say something important?** That's okay. Make sure you bring it up in your thank you letter.
15. **If you feel that this job is a perfect fit for you, seal the deal.** Outline goals you would accomplish in the first few months of the position. Start working before you even get hired.
16. **Haven't heard back from the employer when they said they would contact you?** Use that to your advantage. Send a thank you rejection letter. Thank them for interviewing you and while you may be disappointed, you appreciated the opportunity and look forward to connecting in the future.
17. **Don't want to job?** Use the thank you letter to soften the rejection. Interviewing is very much about the employer finding the right fit, as well as the candidate finding the right fit. Politely thank the employer but respectfully decline to move forward in the interviewing process. Be sensitive and careful of mentioning why the organization is not a good fit – you don't want to ruin the newly formed industry relationship. If anything, they could refer you to someone else or another organization.
18. **Send a Thank You letter even if you didn't get offered the job.** They could still recommend you to other positions.
19. **What's next?** Don't forget to ask or reiterate next steps of the interviewing/hiring process. This can help you to better assess the timeline and what you will need to do next.
20. **Don't wait too late.** Send your thank you note on time, within 24 hours.
21. **Utilize industry language.** Similarly with your cover letter, it shows your knowledge of the field and your understanding job.
22. **Always focus on the positives.** Do not mention negatives or lack of experience.
23. **Do not utilize ambiguous language** or emotional-based language. For example:
  - a. "I think I am perfect fit for this position because...."
  - b. "I believe I will..."
  - c. "I would love to..."
24. **Double and triple check for grammatical and spelling errors.**



# SAMPLE THANK YOU LETTER

## Thank You Letter Example:

Your mailing Address  
Date of Submission

Contact's name  
Contact's title  
Company  
Company's mailing address

Dear Mr./Mrs. \_\_\_\_\_:

Remind the interviewer the position you were interviewing for and the date of the interview. Thank them for the interview. Add specific aspects of the interview that stood out to personalize the thank you.

Confirm your interest in the company/organization along with the position. Use specifics to re-emphasize that you have researched into the company and what the position involves. If you want to add anything else that you may have wanted to say in the interview but didn't, put it in this paragraph but remember to keep it brief.

This paragraph is where you want to close with a suggestion for further action. Enclose your contact information again and mention that you will follow up by contacting them within a given time frame. Let them know that you would be happy to provide any further information about your qualifications.

Sincerely,

(Your signature)

Your full name typed

Enclosure - Only put 'Enclosure' after your name if you are attaching additional documents. If no additional documents are being attached, 'Enclosure' is not needed.