

A Professional Thank You

How did the interview go? Whether you feel the interview went well or was more of a learning experience, now is the time to follow-up with your interviewers. During the interview, you should have been taking notes on the conversations you had and whom you were talking to throughout your interview. So, how do you write a thank you?

The first step to composing thank you notes is to reflect on the interview. You want to think about what was discussed and if there was anything you did not get the chance to share. Sending a thank you is a great way to reinforce your strengths or add a little detail to help you stand out to the employer. Here are a few steps to make it easier:



Collect business cards from everyone you meet throughout the process. These can serve as quick reminder of whom you want to thank once the interview(s) are complete.



During interviews, feel free to take notes about topics covered, questions, and any other areas of interest. You can then refer to specifics from the interviews in your thank you letters.



Take some time to reflect on the interview but send out your thank you's promptly. Sending an email is perfectly acceptable; although, some candidates may prefer a handwritten note.

Sample

Dear Mrs. Jones:

Thank you for allowing me to interview for the (position) at (organization). I enjoyed meeting the staff in your office, and I can really see how your commitment to the community resonates in the work you do. I also wanted to mention my experience working with the Boys and Girls Club of Portage County. I have been connected with multiple siblings since I started volunteering three years ago. I hope to unite our interests in serving the community in the future. Thank you again for the opportunity; please let me know if you have any additional questions for me!

Sincerely,

Steven Pointer

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