

Thank-You Notes Quick Reference Card

Writing thank-you notes

Following up after an interview is a great way to show your interest and leave hiring managers with a good first impression. Thank-you notes can be written on a note card following an interview or emailed to the hiring manager within 24 hours. Either way, the thank-you note is an important part of the interview process.

Thank-you note checklist

To send a thank-you note refer to the steps below:

- If you plan to leave a physical thank you card, be sure to carry blank note cards with you to the meeting.
- Ask each interviewer for his or her business card or contact information before the interview is over.
- Address one thank-you note to each interviewer; do not send one email/note to all of the interviewers.
- Keep the note short — try to keep the note limited to one paragraph.
- Be sure to thank the interviewer for his or her time, mention one positive that stood out to you or that would make you a fit, and end with a statement that indicates you look forward to hearing from him or her again.
- Send all thank-you notes within 24 hours of the interview. If you choose to leave a physical card prior to your departure, leave it with a receptionist, who can ensure its delivery.
- Stay consistent — if you plan to leave physical note cards, make sure everyone gets one. Don't send half of the hiring managers emails and the other half hand-written notes.

Example

Dear Mr. Smith,

Thank you for taking the time to speak with me today. I really appreciated learning more about your company and the position. I am confident that my skills and experience will be a good fit for your team, and I hope to hear from you soon.

Thanks again,

Joe Jones