Thank You Letter

It is proper business etiquette to send a thank you letter, but many people overlook this matter of courtesy. A thank you can make you stand out from other candidates competing for jobs, and in this tight job market, it is wise consider every tool that will give you an advantage.

- You should send the letter within 48 hours following the interview. Try to time it so that it arrives before the hiring decision will be made. It will serve as a reminder to the interviewer concerning your appropriateness for the position, so feel free to mention any topics discussed during the interview.

- If the job contact was made through the Internet or e-mail, send an e-mail thank-you note immediately after the interview, and then mail a second letter by post times to arrive the week before the hiring decision will be made.

- Always address a thank-you letter to a specific individual, not just the general title "Director of Personnel." Be sure name is spelled correctly.

- Make sure your thank-you letter is business-like in appearance. It should be printed on the same paper stock as your resume. Always have someone proofread your letter before sending it.

- Write each thank-you letter separately, even if you follow a similar form for each letter. The letter should highlight what was discussed in your interview and reiterate your qualifications and continuing interest.

- Once you receive and accept a job offer, send your new employer a thank-you letter. This is an effective way to get a good start in forming a positive relationship with your new employer.

- Thank-you letters in response to telephone conversations and informational interviews should be short. Restate the major points of the conversation and express your appreciation for assistance.

- If you withdraw from consideration for a position or turn down an offer, send a polite and positive thank-you letter which leaves the door open for future consideration.

- In response to a rejection, follow a similar format. Express your gratitude for being considered, as well as your continuing interest in working for the company.

- If you terminate employment for any reason, send a thank-you letter to your former employer. Be positive--this letter can "clear the air," if necessary, and generate positive references.

A thank you letter allows you to explain, restate, or clear up any potential misunderstandings. In addition, you can redirect your marketing campaign by focusing on something you learned during the interview and reemphasize your strengths, accomplishments, and skills. Sending a thank you letter shows the interviewer that you are a professional who is concerned about details. In the end, a thank you letter is your LAST CHANCE to leave a good impression!!!