



The Thank-You Email

Sending a thank you note/email, after an employment interview is a MUST!

Some employers think less of those interviewees who fail to follow-up promptly. Plan to send out your thank you notes/email soon (preferably within twenty-four hours, by a week) after your interview. Remember your audience and address their issues and concerns. Consider the "personality" of the organization and the rapport you felt during your interviews.



If your interview was a fairly informal process and/or you achieved an immediate rapport with your interviewer, a handwritten note might be fine, but *an email is timelier*. If you email, know that it may be forwarded to others within the organization. Besides thanking the person you talked with, the thank you note/email reinforces that you want the job.

** Note: Even if you do not want the job, write a thank you note respectfully withdrawing your application, because you never know what the future holds so why burn your bridges?*

Sending a thank you note by email:

- In these days of electronic communication, it is appropriate to send thank you letters by email.
- You can get your thank you letter out immediately, rather than have to wait for the postal service to deliver it.
- If the employer is making a quick hiring decision, time is of the essence. If there is no sense of urgency, you may still want to send a **quick email thank you**, with a traditional letter or note.
- You'll be reiterating your interest in the position sooner rather than later.
- Besides thanking the person you talked with, the thank you note reinforces that you want the job.

The most effective follow-up thank-you emails help to sell you into a position. Think about these tips when you compose the email: I have also included an example of a brief well-written thank-you email.

- **Relate your experience directly to the hiring company's current challenges.**
- **Highlight how you successfully solved the major problem they're facing in a previous role.**
- **Respond to any objections they communicated about offering you the position.** Let's say that they were concerned that you had never worked in Los Angeles, and don't have any professional contacts in the area. Use the thank-you letter to demonstrate that you previously entered new markets and immediately developed strong networks.
- **Tell them the one great thing about you you forgot to mention in the interview.** The thank-you letter is precisely the tool to communicate your key achievements, experiences, project highlights and qualifications. Give the hiring committee the ammo they need to make the right hiring decision — you.
- **Sell yourself!** Highlight your specific accomplishments as they relate directly to the company and the position for which you're applying. If those items were already discussed during the interview, that's ok. Use the thank-you letter to further expand on them and link them directly to the hiring company's operations, current needs and future goals.

Sample E-Mail Thank You

Subject: Thank You for Meeting with Me

Dear Mr. / Ms. Last Name:

It was very enjoyable to speak with you today about the _____ Engineering position at _____ Corporation. The position seems to be an excellent match for my skills and interests and I was especially impressed with the team approach to _____ and it confirms my desire to work with you.

My background working in [horizontal drilling, production engineering, etc., etc.] will certainly allow me to make an immediate impact.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,

*Your Name
Email Address
Address*