



WHEN YOU'RE READY FOR A NEW JOB

SENDING A THANK YOU NOTE AFTER AN INTERVIEW

**PROFESSIONAL
PLACEMENT
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Sending a Thank You Letter After an Interview

So you nailed the interview and decided you really want this job. Does the company know your level of excitement? Are you sure? Here's a way to make sure – send a Thank You note to the people you interviewed with within 24 – 48 hours after the interview.

Most job candidates don't take the time to send a Thank You note as a follow up to an interview, and that is a big mistake. This is your chance to reinforce your interest in the company, job, and working for the hiring manager. It also gives you an additional communication with the company so they remember you as they evaluate other possible job candidates.

Whether you choose to mail a hand written letter or send an email isn't as important as the fact that you DO send one. A hand written letter shows more of a personal touch, but it can take longer to get to the intended person, and by that time a decision may have already been made. An email allows you to ask the interviewer a question either about the interview or any other topic that might not have been completely clear, and helps establish a dialogue with them to keep you foremost in their mind while making a final decision.

The letter doesn't have to be long and, in fact, it's better if it's not. Just a couple of short paragraphs thanking them for their time, re-stating your interest, and relaying to them what you can contribute to the company if hired is really all that is needed.

Here is a template you can use as a guide to create your own letter:

If mailing a letter:

Date

Interviewer's Name

Title

Company Name

Address

If emailing a letter:

Subject Line of Message: Thank You for Your Time

Dear Mr./Ms. Last Name:

Thank you for taking time out of your busy schedule to talk with me about the (title of the position you are interviewing for) position. I appreciate the information you shared with me during the interview, and feel even stronger that I could perform very well in this role.

After meeting with you and the rest of the group, I feel my background is a perfect match for this opportunity. I know I would be able to (describe one or two key things you can do from the first day on the job to help them meet their goals. Remember, this position is open because they have a problem they need to address, and they are looking for a solution to that problem. You are the solution). During the interview you seemed most interested in (choose a topic from the interview). Can I provide you with more information about that part of my background?

Please let me state again my interest in being considered for this position. I look forward to hearing from you regarding your decision on my candidacy, and would be happy to provide any further information you need from me.

Thank you again for your time and consideration.

Sincerely,

If mailing:

Your Signature
Your Printed/Typed Name
Your Address
Your Phone Number
Your email address

If emailing:

Your Name
Your Address
Your Phone Number
Your Email Address

As I said earlier, most job candidates skip this step in the process. In fact, less than 30% of job candidates send a thank you note after the interview, so you can see how doing so will help you stand out above your competition.

Jeff King

Recruiter/President, PPS