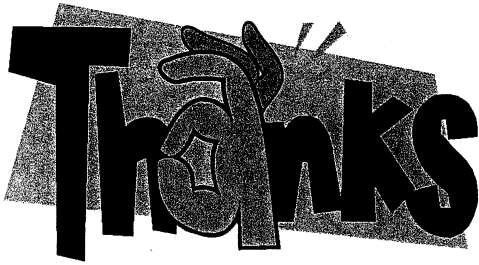


AFTER THE INTERVIEW: Writing a Thank You Letter



WHY do I have to send a thank you note?

Sometimes the interview doesn't end after the face-to-face meeting. Sending a thank-you note could give you that edge—especially if there's real competition between you and another applicant. Moreover, some employers think less of those interviewees who fail to follow-up promptly.

Remember, businesses are formal. Managers are important. Managers look for these things.

THANK YOU LETTER TEMPLATE

Paragraph 1: Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it.

Paragraph 2: The second paragraph of the thank you letter should include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job you interviewed for. The more detailed you are, the more the interviewer will know about your qualifications.

(Optional)- Paragraph 3: The third paragraph can be used to mention anything that you didn't bring up at the interview that you'd like the employer to know.

Closing Paragraph: Reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from him or her soon.

WHEN do I send a thank you note?

Keep in mind that "Thank you" letters should be sent as soon as possible (preferably within 24 hours) after your interview.

In these days of electronic communication, is it appropriate to send thank you letters by email?

In most cases, yes. 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, along with a traditional letter or note.

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February 20, 20XX

Mr. Mike Yoshimura
Editing Manager
Transition! Magazine
123 Book Store Street
Honolulu, HI 96818

Dear Mr. Yoshimura:

It was very enjoyable to speak with you yesterday morning about the student internship position you have at the *Transition!* Magazine. The articles featuring teen issues you described reaffirmed my desire to work with you.

In addition to my willingness to learn new things, I bring my strong writing skills and the ability to work with others.

I understand that meeting deadlines are common in this type of business. I forgot to mention during the interview that I have always turned in my school projects on time and met deadlines as editorial writer for our school newspaper.

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

Best regards,

Evie Gallano

Name _____
CAP Teacher _____ Date _____

Practice – Writing an After-Interview Thank You Letter

Procedure:

1. Choose an occupation and a business for which you would like to work.
2. Compose a thank you letter, using the template below. **Note: If you choose, feel free to compose a thank you letter without the use of the template.**

Dear _____

Paragraph 1: Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it.

Thank you for _____.

Your job opening for a (position) _____ at (company) _____

sounds/seems _____. The _____ that

you described made me _____.

Paragraph 2: The second paragraph of your thank you letter should include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job you interviewed for. The more detailed you are, the more the interviewer will know about your qualifications.

During the interview, I learned _____.

My greatest strength is that I'm _____. I feel

that I'm a perfect match for your company because _____.

Closing Paragraph: Reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from him or her soon.

I appreciate you for _____. If further information is needed, please feel free to contact me at anytime. My number is (XXX)XXX-XXXX. Thank you again for your time and considering me for this position. I look forward to hearing from you soon.

Sincerely,

Your signature

(Your typed name)

References:

Doyle, Alison. Your Guide to Job Searching. "Sending Email Thank You Letters."

<http://jobsearch.about.com/od/thankyouletters/a/thankyouletters.htm>

Doyle, Alison. Doyle, Alison. Your Guide to Job Searching. "Thank You Letter Tips-Job Interviews."

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