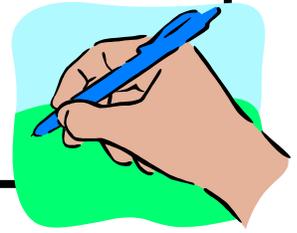


Ten Top Tips on Writing Thank-you Notes



1. Send a thank you note within 24 hours or 48 hours at the latest.
2. It is preferable to send a thank you note via US postal mail, not e-mail.
3. You can use either a note card (nothing too cute) or resume paper for your thank you note.
4. Send a thank you note to everyone you met with, not just the main hiring person.
5. Be sure to check the spelling in your thank you note, spelling errors do not leave a great impression.
6. Use the thank you note to underline anything that was discussed during the interview you want to remind them of, or to add anything you left out, that was important.
7. Make sure the thank you note actually thanks them for taking the time to meet with you.
8. Use the thank you note to reiterate your interest in working for their organization/company.
9. Thank you notes show your ability to communicate in writing effectively.
10. Sending a thank you note is the most often overlooked piece of advice ~ don't ignore it, it may assist you in getting the job!

Sample Thank-you Notes:

Thank you note sent after an interview for a job or internship:

Dear Mr. Smith:

Thank you for the opportunity to interview yesterday for the Sales Trainee position. I enjoyed meeting you and learning more about Davis Enterprises. You have a fine staff and a sophisticated approach to marketing.

Your organization appears to be growing in a direction which parallels my interests and career goals. The interview with you and your staff confirmed my initial positive impressions of Davis Enterprises, and I want to reiterate my strong interest in working for you. As I mentioned in the interview, my prior experience in operating office equipment plus my training in communication would enable me to progress steadily through your training program and become a productive member of your sales team.

Again, thank you for your consideration. If you need any additional information from me, please feel free to contact me.

Sincerely,

Bob Jones

Sample Thank- you Notes Continued.....

Thank you note sent after informational interview:

Dear Mr. Taylor:

The Center for Career Development was right when my counselor said you would be most helpful in advising me on a career in finance.

I appreciate you taking time from your busy schedule to meet with me. Your advice was most helpful and I have incorporated your suggestions into my resume. I will send you a copy next week.

Again, thanks so much for your assistance. As you suggested, I will contact Mr. David James next week in regards to a possible opening with this company.

Sincerely,

John Perkins

Thank you note responding to a rejection:

Dear Ms. Avery:

Thank you for giving me the opportunity to interview for the customer services representative position. I appreciate your consideration and interest in me. I learned a great deal from our meetings.

Although I am disappointed in not being selected for your current vacancy, I want you to know that I appreciated the courtesy and professionalism shown to me during the entire selection process. I enjoyed meeting you, John Roberts and other members of your staff. My meetings confirmed that Bentley Enterprises would be an exciting place to work and build a career.

I want to reiterate my strong interest in working for you. Please keep me in mind should another position become available in the near future.

Again, thank you for the opportunity to interview. Best wishes to you and your staff.

Sincerely,

Gail Topper

Information taken from: High Impact Resumes and Letters. How to Communicate Your Qualifications to Employers by Krannich and Banis.

For additional samples please refer to this book and many others located in our career library!