

What is a thank you letter?

A thank you letter is a last opportunity for you to sell yourself to the interviewer/contact person. The thank you letter serves a great purpose to let the contact person know that you have continued interest in the position and also says to them that you are courteous. The thank you letter serves as a reminder to the contact person of your background and skills and can also include anything you forgot to mention in the meeting. Above all, the thank you letter shows your enthusiasm about the position and their company, which will be very flattering for them and beneficial to you.

Is a thank you letter necessary?

Although there are no written rules that say everyone needs to write a thank you letter, any professional will tell you that a thank you letter is extremely important to close out an interview and will strongly recommend that you write one. Thank you letters are important elements of the professional etiquette that should be followed throughout the job search process and some would say skipping that step could cost you a chance to obtain your desired position. Why take that chance?

What about the content involved in a thank you letter?

There is more than one situation where a thank you letter is appropriate. The content can be a little different for each of these situations.

Following an interview: Thank the interviewing committee for their time and reiterate qualities you possess for the job. Include information you didn't have a chance to include in the interview.

If you receive and accept a job offer: A standard, professional format should be followed. Thank the employer for the offer and tell them that you look forward to working for them.

In response to a telephone conversation and informal interviews: This type of thank you should be short. Simply highlight the major points of the conversation and express your appreciation for their time and assistance.

When withdrawing from consideration or to turn down an offer: Simply send a polite and positive thank you letter, but don't forget to leave the door open for future consideration.

In response to a rejection: Follow a similar format to turning down an offer. Make sure to be polite and express your gratitude for being considered. Mention your existing interest in working for their company, which could benefit you in the future if they have another position available.

Generally, all thank you letters should be addressed to a specific person. They should follow a professional business format with addresses and dates in appropriate locations, and should be printed on the same paper as your resume. **BE SURE TO PROOFREAD!**

When is a good time to send the thank you letter?

Typically, sources say that the employer should receive your thank you letter within 48 hours of the interview or contact. A good way to ensure the timely arrival of the letter is to mail it the very night of the interview. If the interview was local, simply drop it off if possible. Some advice on handling that time constraint is to have a template of a thank you letter written so that you can modify it with specific information from the interview.

Do I have to send a thank you letter to every employer?

Sending a thank you letter is important for every position and most every situation. Every employer will be different and most interviews will be different. Many suggest that a thank you letter be sent to every