

http://www.quintcareers.com/sample_thank-you_letters.html

Here is a sample selection of free thank-you letters:

- [General Interview Thank You Letter](#)
- [Interview Thank You Letter that Stresses Fit](#)
- [Interview Thank You Letter that Builds on Strength](#)
- [Interview Thank You Letter that Entices the Employer](#)
- [Interview Thank You Letter that Aims at Damage Control](#)
- [Interview Thank You Letter that Mentions Interview Afterthoughts](#)
- [Interview Thank You Letter for a Campus Recruiter](#)
- [Career/Job Fair Interview Thank You Letter](#)
- [Career Networking Thank You Letter](#)

And be sure to read our article, [FAQs About Thank You Letters](#).

See also free sample cover letters in our [Sample Dynamic Cover Letters](#) section of Quintessential Careers.

Sample example letters for networking, requesting an informational interview, and for other post-interview follow-up are now located in the [Sample Job-Search Letters](#) section of Quintessential Careers.

Also see our articles:

- [The Art of the Follow-Up After Job Interviews](#)
- [FAQs About Thank You Letters for Job-Seekers](#)
- [Job Interview Follow-Up Do's and Don'ts](#)

A Free General Thank You Letter Sample

7 Apple Court
Eugene, OR 97401
503-555-0303

Mr. Archie Weatherby
California Investments, Inc.
25 Sacramento Street
San Francisco, CA 94102

Dear Mr. Weatherby,

Thank you for taking the time to discuss the insurance broker position at California Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that California Investments retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Weatherby, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

John Oakley

A Thank You Letter that Stresses Fit

7 Apple Court
Eugene, OR 97401
503-555-0303

Dr. Steven Page
Rolling Hills School Health Clinic
5 Main Street
San Francisco, CA 94102

Dear Dr. Page:

Thank you so much for taking the time to interview me today for the social worker position.

I felt a wonderful rapport not only with you, but with the whole Rolling Hills School Health Clinic staff. I am more convinced than ever that I will fit in beautifully as a member of the team and contribute my skills and talents for the benefit of schoolchildren in the Rolling Hills district.

I can make myself available for any further discussions of my qualifications that may be needed.

Again, Dr. Page, I very much appreciate you and your staff taking so much time to talk with me about this exciting opportunity.

Sincerely,

John Oakley

A Thank You Letter that Builds on Strengths of the Interview

7 Apple Court
Eugene, OR 97401
503-555-0303

Dr. David Kresgee
Great Fault Labs
5 Main Street
San Francisco, CA 94102

Dear Dr. Kresgee:

I'd like to thank you for talking with me about the research- assistant position in your seismology lab. I truly appreciate all the time and care you took in telling me about the job and learning more about me.

I'm so pleased that you agree that my senior research project in seismology provides me with excellent experience for this position. I am eager to bring my passion for seismology to the research-assistant position, and I am convinced the knowledge and experience I've already cultivated make me the best researcher for the job.

I very much look forward to learning of your decision soon. Please feel free to contact me if you need more information about my qualifications.

Thank you again for the exhilarating interview.

Sincerely,

John Oakley

A Thank You Letter that Entice the Employer

Note: This letter is a bit lengthy, but it does a good job of summing up the strengths of the interview and enticing the employer with the idea that hiring this candidate means that more ideas and innovations cannot be far behind.

7 Shawnee Road
Short Hills, NJ 07078
201-555-0303

Ms. Sentra Nessen
Dayton Sumner Memorial Art Museum
203 Harbor Street
Baltimore, MD

Dear Ms. Nessen:

I want to thank you for taking the time to interview me yesterday for the position of assistant director of the Dayton Sumner Memorial Art Museum. You, Mr. Dawson, and Dr. Acquino exuded warmth, and I know we could all have an excellent working relationship.

As I further studied the job description for the position, I grew even more confident that I could take the museum to new heights of success. With the resources I've gathered, I am ready to hit the ground running with grant-writing. The 15 percent bonus for grants brought in is an excellent incentive, and I would devote a significant portion of my time to this important venture. I also have a number of great ideas for community and media relations and am excited by your interest in bringing more schoolchildren to the museum.

As I mentioned when we met, I would like to use my fine arts degree and journalism minor to enhance the museum's identity while at the same time meeting the needs and expectations of the community. I believe I can make a significant contribution to the fundraising effort, and I am particularly interested in exploring a corporate donor program.

I am convinced I could bring a new degree of organization to the museum, including sinking my teeth into making the workspace far less chaotic and far more functional. More importantly, I'd like to get communications on track so that newsletters and invitations are sent out on a timely basis. I have some ideas for making the newsletter more user-friendly. I feel it is extremely important to maintain close communication between the board and director, and I am committed to doing so.

Ms. Nessen, I thank you again for considering me for this position. I look forward to the possibility of working with you.

Sincerely,

John Oakley

A Thank You Letter that Aims at Damage Control

7 Shawnee Road
Short Hills, NJ 07078
201-555-0303

Mrs. Walter Mellish
Greenley Corp., Inc.
1010 Madison Avenue
New York, NY

Dear Mrs. Mellish:

Thank you for the time you took to interview me for the seminar leader position.

After our interview, I'm convinced that I have the three ingredients you're looking for in your workshop/seminar leaders. I know you expressed some concern in our meeting that I have not worked in a personnel department. I want to stress, however, that I have participated significantly in the hiring process for my sorority and have a solid record of achievement in my human-resources classes.

As for your requirement for public-speaking experience, my having been leader of new-student orientation groups at my college for three years, along with outstanding grades in my public-speaking classes, qualify me nicely.

Finally, I have enclosed some writing samples to further demonstrate the third ingredient, my communications skills.

Thank you again, Mrs. Mellish, for this wonderful opportunity to interview for the seminar leader position. I promise you I won't let you down if you give me the chance to show what I can do. I eagerly await the next step in the process.

Sincerely,

Jane Oakley

A Thank You Letter that Mentions Interview Afterthoughts

7 Shawnee Road
Short Hills, NJ 07078
201-555-0303

Ms. Tess Bonwitt
Razzle Magazine
1010 Madison Avenue
New York, NY

Dear Ms. Bonwit:

I'd like to thank you for the time you spent talking with me about the marketing-research analyst position you have open at *Razzle* magazine. I am very excited about this position and convinced that my marketing training equips me more than adequately for the job.

I meant to mention during the interview that last summer I attended a three-week intensive seminar on SPSS, the foremost marketing-research software package. I know the job description mentions the ability to use SPSS, and I wanted to make sure you knew that I am extremely well-versed in the use of this software. Please contact me if you have any questions about my ability with this program or about any of my other qualifications.

As you know, my work-study position in the institutional research office here at Rutgers provided an excellent background for marketing- research work.

I look forward to hearing from you soon about the position, and I again thank you for meeting with me.

Sincerely,

John Oakley

A Thank You Letter Following Interview with an On-Campus Recruiter

7 Shawnee Road
Short Hills, NJ 07078
201-555-0303

Ms. Lacy Stilwell
Holbrooks, Inc.
100 Fifth Avenue
New York, NY

Dear Ms. Stilwell:

Thanks so much for talking with me today about the position in fashion merchandising at Holbrook's. I was truly inspired by the energy and dedication to the company that you brought to our interview.

I am positive that I have what it takes to bring the same kind of energy and dedication to your company. As I mentioned, Holbrook's has been my first choice for fashion since before I was a pre-teen. I bought the suit I wore to our interview at Holbrook's!

My education has equipped me for this job, and my enthusiasm will ensure my success. My internships with several local apparel stores have taught me a great deal about meeting the needs of target market segments.

I would like to take the next step in this process and discuss the position further with you at your office in the Long Beach store. I plan to contact your secretary on Friday to schedule a mutually convenient time to meet.

Again, Ms. Stilwell, I thank you most sincerely for your time, your energy, and the inspiration you gave me to launch my career at Holbrook's.

Sincerely,

Jane Oakley

A Free Sample Thank You Letter for a Career/Job Fair

3420 Last Tree Lane
DeLand, FL 32720
386-555-0345

Mr. Gary Barnett
Aerial Communications, Inc.
3407 W. MLK Jr. Blvd.
Tampa, FL 33607

Dear Mr. Barnett,

Thank you for taking the time to meet with me at the Central Florida Career Fair today. I certainly appreciate your time and attention in the midst of so many students seeking jobs.

You were extremely thorough in explaining Aerial's customer service and marketing trainee program. Now that I have a better idea of what the position entails, I am even more sure that I would be an asset to your team and to Aerial.

My solid education from Stetson University's Marketing Department and the fact that I have worked my way through college show a work ethic and determination, two qualities you said were important to success at Aerial.

I look forward to an opportunity to visit Aerial's Tampa office and speak to you further about the trainee program. I will contact you next week to arrange an appointment.

Thank you again for your time and consideration.

Sincerely,

Rebecca Leddyfern

Free Sample Career Networking Thank You Letter

7 Apple Court
Eugene, OR 97401
503-555-0303

Ms. Barnett Jones
UPP Business Systems, Inc.
1000 SW 4th Avenue
Portland, OR 97204

Dear Barnett,

Thank you again for agreeing to be a member of my personal "network." This is an important time in my life as I take the plunge to change careers, and I truly value the advice of professionals like you who know the consulting field so well.

I especially appreciate your offer to introduce me to other professionals and consults in your network, which I know will be extremely helpful to me in establishing myself.

Barnett, I can't thank you enough for your willingness to help me launch this next phase of my career. I will be sure to keep you informed of my progress. And please do not hesitate to contact me if you think of any additional suggestions for expanding my network and establishing myself as a consultant.

Sincerely,

John Oakley

FAQs About Thank You Letters

by Katharine Hansen, Ph.D.

- [Reprint Guidelines](#)
- [Free Newsletter Subscription](#)
- [Main Articles Page](#)

Search Quintessential Careers:

powered by FreeFind

Nearly every career book advises jobseekers to send thank-you letters after being interviewed, but how many do? In the aggregate, only about 5 percent of those looking for jobs perform this simple yet crucial ritual. Thus, it's time to address some of the frequently asked questions about thank-you letters.

Doesn't it come off as wimpy or even desperate to send a thank-you letter? Won't the employer think I'm sucking up?

No. It's a very rare employer who isn't pleased to get a thank-you letter. Most consider it just common courtesy, a way to differentiate you from the pack, proof that you're really interested in the position, and a way to keep your name in front of them.

Will a thank-you note make or break my chances of getting a job?

Well, probably not in most cases, but it could. Why take the chance? One of my former students told me that after he was hired for his first job out of college, his boss told him that he had wavered between my student and another finalist for the position. But then the boss got a thank-you letter from my student, and it made all the difference. Because of that simple gesture, my student got the job.

Should it be a typed business letter or a handwritten social note?

Studies show it doesn't matter. The important thing is doing it. Tailor your letter to the culture of the company and the relationship you established with the person who interviewed you. If you feel the interviewer and the company call for a formal business letter, send that. If your rapport with the interviewer dictate a more personal touch, send a handwritten note.

What about an e-mailed thank you?

Career experts are not in total agreement about the propriety of e-mailing a thank you, but again, the company's culture should guide you. If people in the company use e-mail heavily, your e-mailed thank you will seem right in step. It's also a fast solution if you know the company will be making its hiring decision quickly. Even if e-mail fits in with the company culture, however, it's a good idea to follow up your e-mailed thank you with a hard-copy version.

So, if "just do it" is the byword, I don't have to put that much effort into it, right?

Wrong. We've heard of candidates on the verge of being hired getting suddenly discounted from consideration because they sent sloppy, poorly written thank-you letters, riddled with typos, misspellings, and grammatical errors. Writing skills are important in many jobs, and employers don't want to have to teach candidates remedial skills. Spellcheck, proofread, and have someone else read over your letter before you send it.

Can I just borrow a sample thank-you letter from a book and adapt it to my interviewer?

Well, "borrowing" is one thing. In fact we've provided some [sample interview thank-you letters](#) to show what thank-you letters should look like. But be sure to borrow just the basic structure, and perhaps a few

key phrases; don't plagiarize the whole thing. We know of one employer who instantly recognized that a thank-you letter he received had been taken word for word from a text he was familiar with.

If I interview with several people, do I have to send a thank you to each one?

That's the best approach. You can make it essentially the same letter to each, but vary at least a sentence or two to individualize the letters in case your recipients compare notes.

How soon after your interview should you send a thank-you?

The rule of thumb is to send it within 24 hours of the interview.

Should I bother with a thank-you note if I know the hiring decision will probably be made sooner than I can mail a thank-you letter?

The key word here is "mail." If mail is too slow for the hiring decision, find a faster way: e-mail, fax, air-express, or hand-delivery. In fact, if the interview was local, hand-delivery of the thank-you letter can make a super impression.

What if I do receive an offer faster than I can send a thank you?

Send it anyway to thank the employer for the interview and the offer. Your letter can also accept or decline the offer. An acceptance letter can re-state your understanding or the terms of the offer (salary, benefits, vacations days, starting date, paid training, etc.); that way any discrepancies can be red-flagged by the employer and straightened out before you start.

Is there anything you can do to make an even better impression with your thank you?

Find a way to personalize it. If you notice that the interviewer collects elephant figurines, for example, write your thank-you note on a notecard with an elephant picture on it. Or send a clipping of an article you think the interviewer would be interested in.

Questions about some of the terminology used in this article? Get more information (definitions and links) on key college, career, and job-search terms by going to our [Job-Seeker's Glossary of Job-Hunting Terms](#).

Katharine Hansen, Ph.D., creative director and associate publisher of Quintessential Careers, is an educator, author, and blogger who provides content for Quintessential Careers, edits [QuintZine](#), an electronic newsletter for jobseekers, and blogs about storytelling in the job search at [A Storied Career](#). Katharine, who earned her PhD in organizational behavior from Union Institute & University, Cincinnati, OH, is author of Dynamic Cover Letters for New Graduates and A Foot in the Door: Networking Your Way into the Hidden Job Market (both published by Ten Speed Press), as well as Top Notch Executive Resumes (Career Press); and with Randall S. Hansen, Ph.D., Dynamic Cover Letters, Write Your Way to a Higher GPA (Ten Speed), and The Complete Idiot's Guide to Study Skills (Alpha). Visit her [personal Website](#) or reach her by e-mail at [kathy\(at\)quintcareers.com](mailto:kathy(at)quintcareers.com).



The Art of the Follow-Up After Job Interviews

by Kathryn Lee Bazan

- [Reprint Guidelines](#)
- [Free Newsletter Subscription](#)
- [Main Articles Page](#)

Search Quintessential Careers:

powered by FreeFind

Great! You've had the interview and now you wait anxiously by the phone. A cat watching a gopher hole, waiting for the little beast to pop its hairy head out any moment now could not be as anticipatory as you are. So what do you do to forestall driving yourself and your loved ones nuts during this time? Well, let's back up a second to you at your interview.

When I was a career counselor with Snelling & Snelling, I told my clients to make sure that they asked the person interviewing them a very key question toward the end of the interview -- and to ask the question whether or not they thought they'd take the job if it were offered. The question can be phrased several different ways:

"Well, Ms. Babcock, we've talked about [name of job] and that you needed someone who can do a, b, and c for you. (Make sure you list what the employer says is desired in the new hire.) As I pointed out, I did "a" with XYZ Corp, "b" with DCW, Inc., and excelled at "c" with ABC & Co. How soon will you make a decision on whom you plan to hire?"

"Mr. Davis, you've said that you want a sales rep who has done a, b, and c. [List your former employers and cite what you did that meets or exceeds this interviewer's expectations.] I think I'm a great fit for this opportunity. Is it all right if I call you Tuesday afternoon or is Wednesday morning better for you to find out how soon you'd like me to start?"

The interviewer should give you some faint outline of a schedule:

Mr. Davis: "Well, Terry, we're having a staff meeting this afternoon at which we will discuss your qualifications. I should have an answer for you by Thursday afternoon."

You: "Great! Could I call you Thursday afternoon?"

Mr. Davis: "That will be fine. Keep in touch."

Now, what's the first thing you do when you get home? Sit down and write a thank-you note to each and person with whom you interviewed. In these days of death by interview, that may be a whole pile of thank-you notes. When I interviewed with Fawcette Technical Publications, I interviewed with five people in several-hour segments all morning.

There are two standard thank you note formats with a few less favored ones:

- A Crane's informal note in the same color as your resume
 - An e-mailed thank you note
 - A faxed thank you note.

Crane's is a stationery company long known for producing very elegant and classy papers. Crane's sells note cards that fold in half, with the edge of the paper a darker tone than the body (e.g., medium-tan edge

on ecru paper, pale-blue paper with medium-blue edge). I suggest either tan, gray or light blue paper. Veer away from anything bright (neon orange, lime green). Open the card and on the inside handwrite*:

Dear _____,

Thank you very much for the interview today. In reviewing the opportunity with [name of company], I am most eager to start. In closing, let me say that no matter how many people you interview, what their education or experience is, you won't find anyone who wants to work for you more than I do.

Very truly yours,

[your name]

[Editor's note: For other suggested wording, see Quintessential Careers [sample thank-you letters](#).]

For those of you who noticed the asterisk, here goes: *If your handwriting ranks slightly lower than a physician with chronic lack of sleep, then type or have someone with neat penmanship write the note out for you.

(Note: this same verbiage can be e-mailed or faxed to each of your interviewers. It is faster than snail mail and saves you digging around for stamps. *Editor's note:* See more about faxing and e-mailing thank-you notes in our Quintessential Careers article, [FAQs about Thank You Letters](#).)

Why is there a comma in the above suggested salutation? A colon indicates a formal letter and thus is very appropriate for the "Dear Ms. Babcock:" salutation. However, if she said during the interview, "Call me Barbara," then your salutation should be the friendly "Dear Barbara," for starters. Depending upon how formal the interview was, the salutation should follow that degree of formality. If the interviewer leaned back in the chair, put his feet up on the desk and got really comfortable, your thank you note should start, "Dear Tex," and go on from there.

The closing is your choice. "Sincerely," "Respectfully yours," "Yours truly," are all good. Which one sounds the most like you? "Y'all come back now," is not one I suggest -- although I did see it once. Oh brother.

OK, you sent the thank you notes. It's Thursday, and the phone is not ringing. Now what? Wait until Friday. Call or e-mail the main interviewer. "Hi, this is Terry Jones. How are you doing, Ms. Babcock? I interviewed with you on Monday. Since I am very interested in this opportunity, I thought I should follow-up with you. You thought you might have an answer Thursday. How is your decision process going?"

Three things happen here:

- You will either get an answer (you did/did not get the job) or
 - They don't know yet, so call back Tuesday or
 - They don't know and don't have a call-back date to suggest.

If you did get the job, ee-hah!!! (That's Texan for "yippee!")

If you didn't get the job, that's OK because there is a better one waiting. I once offered this piece of wisdom to a friend who had not gotten a job with a big insurance company and was quite down in the dumps. He argued that this job was as good as it got, gosh darn it. I told him that there was a reason he was protected and not hired there. Two months later, the company that didn't hire him had massive layoffs. We don't know how much he was saved by not getting the job there. Pick yourself up. Dust

yourself off and keep looking. There will be a company smart enough to hire you. The right job is looking for you right now.

If Ms. Babcock says to call on Tuesday, do it. Whatcha waiting for????

The last one is the tough one. If you are in one of the more aggressive professions such as sales, you are almost expected to prove your aggressiveness by calling back every two to three days (unless told to wait) to find out how the decision is progressing. Do you have to call each time? No. Send e-mail.

Good Afternoon, Dave,

That interview with you was great! Thanks again. Just wanted you to know that I am very interested in this opportunity with [name of company]. Please call or e-mail me with an update at your earliest convenience.

Sincerely,

Jerry Jones

If you are in a more relaxed profession (e.g., accounting), I would wait seven days after your last contact to call or e-mail again. Why? Accounting is not as pushy as sales, and therefore to apply sales pressure might frighten off your boss-to-be. Balance the aggressiveness of your follow-up with the field you are in; the more aggressive the job is, the more aggressive you should be in following up.

Some counselors suggest that you make something up to start the conversation but I feel this practice is a bit unsavory:

"Hi, Dave. This is Terry Smith. I enjoyed our interview on Tuesday. The reason I'm calling is that my answering machine went out, and I thought I might have missed your call. Since I am very interested in this job, I thought I'd call you and see how it was going."

Why do I disdain this method? While it is possible and even probable that answering machines fail, it seems a bit suspicious that it would fail right now during a critical job hunt. Right?

Always be professional. Always be courteous but with the enthusiasm of Golden Retriever puppy.

One fact to consider -- many companies don't tell you their hiring decision (unless you're the one they're hiring), rude though that practice may be. They hope you will just give up and go away after three weeks. If no one returns your e-mails or voice mails after several weeks, let it go and presume that there will be no offer. If the hiring company were interested, your contacts would be picking up the phone. In that case, do you really want to work for someone too dumb to hire you? I thought not! Keep hunting. The right job will come.

And when you get a great response, thank them, hang up the phone, and PARTY. ("Terry, we are drafting the offer letter and should have it to you by Monday.") Follow-up if the letter is late or doesn't spell out the salary and perks you wanted (budget for training, sign-on bonus, etc.). If they want you, they will redraft the letter.

Hang in there! A great offer letter is just around the corner!

Questions about some of the terminology used in this article? Get more information (definitions and links) on key college, career, and job-search terms by going to our [Job-Seeker's Glossary of Job-Hunting Terms](#).

Kathryn Lee Bazan has been in recruiting and placement for the last 20 years. She joined Snelling & Snelling in 1980 as the first technical placement specialist and set records for the largest rookie placement in the Newport Beach office. In 1981, she was recruited to Control Data Cybersearch to recruit computer hardware engineers. She wrote a college textbook, Job Hunting Made Easy for Environmental Health and Safety Professionals, based on papers presented at two international conferences. Kathy currently consults on Internet job hunting for professionals.

Job and Career Resources for Teenagers

Here's where all teens can find some great tools and resources to find a job.

Quintessential Careers Articles:

Helpful job-seeking articles written specifically for teen job-seekers:

- [Job Ideas for Teens 15 and Younger: Beyond Babysitting](#)
 - [Helpful Job-Searching Hints for Teen Job-Seekers](#)
 - [How to Find a Summer Job: A Guide for Teens](#)
 - [Job Interview Strategies for Teens: Part I -- Interview Preparation](#)
 - [Job Interview Strategies for Teens: Part II -- During and After the Interview](#)
 - [Job Options for \(Younger and Older\) Teens](#)
 - [A Job-Seeker's Guide to Successfully Completing Job Applications](#)
 - [Teen Business Do's and Don'ts](#)
 - [Teen Resume Writing Quiz](#)
 - [Teen Resume Writing Worksheet](#)
-

Quintessential Careers: Job Interview Follow-Up Do's and Don'ts

by Randall S. Hansen, Ph.D.

- [Reprint Guidelines](#)
- [Free Newsletter Subscription](#)
- [Main Articles Page](#)

Search Quintessential Careers:

powered by FreeFind

Remember that your work is not done once you finish the interview. You can't sit back and wait for the job offer, so consider these key rules and strategies for following-up your job interviews.

- **Do** ask at the end of the interview when the employer expects to make the hiring decision.
- **Do** be proactive and consider follow-up a strategic part of your job search process. Follow-up can give you just the edge you need to get the job offer over others who interviewed for the position.
- **Do** use these follow-up techniques to continue to show your enthusiasm and desire for the position, but **don't** make it seem as though you are desperate.
- **Do** obtain the correct titles and names of all the people who interviewed you. (Ideally, **do** get each person's business card.)
- **Do** write individual thank you notes or letters to each person who interviewed you -- within two business days. Each letter can be essentially the same, but try to vary each a bit in case recipients compare notes. **Don't** ever fail to send a thank you -- even if you are sure the job is not for you. And **do** write thank you notes after every interview.
- **Don't** worry so much about hand-written versus typed thank you letters, but **don't** make a mistake by sending it through the wrong medium; make sure you know the best method of reaching the employer, whether by regular mail, email, or fax.
- In your thank you letter, **do** show appreciation for the employer's interest in you and **do** remind the employer about why you are the perfect person for the position. See some [sample interview thank you letters](#).
- **Don't** ever have any errors (misspellings or typos) in your thank you letters.
- **Do** alert your references -- if you have not done so already -- that they may be getting a phone call from the employer.
- **Don't** stop job-hunting, even if you feel confident that you will get a job offer. **Do** continue to interview and attempt to find other opportunities.
- **Do** follow-up with a telephone call to the employer within a week to ten days (or sooner, if the employer had a shorter timetable) to ask about the position. And **do** continue to build rapport and sell your strengths during the phone call.
- **Do** be patient. The hiring process often takes longer than the employer expects.
- **Do** continue following-up, especially if the employer asks you to. Remember the adage about the squeaky wheel getting the oil. Just **don't** go overboard and annoy or bother the employer.
- **Don't** place too much importance on one job or one interview; there will be other opportunities for you.
- **Do** use other job offers as leverage in your follow-up -- to get the offer you really want.
- **Don't** burn any bridges if you do not get a job offer. And **do** try and turn the situation into a positive by bringing the interviewer(s) into your network, possibly even asking them for referrals to other contacts. Read more about [the art of networking](#).

Questions about some of the terminology used in this article? Get more information (definitions and links) on key college, career, and job-search terms by going to our [Job-Seeker's Glossary of Job-Hunting Terms](#).

Dr. Randall S. Hansen is founder of [Quintessential Careers](#), one of the oldest and most comprehensive career development sites on the Web, as well CEO of [EmpoweringSites.com](#). He is also founder of [MyCollegeSuccessStory.com](#) and [EnhanceMyVocabulary.com](#). He is publisher of [Quintessential Careers Press](#), including the Quintessential Careers electronic newsletter, [QuintZine](#). Dr. Hansen is also a published author, with several books, chapters in books, and hundreds of articles. He's often quoted in the media and conducts empowering workshops around the country. Finally, Dr. Hansen is also an educator, having taught at the college level for more than 15 years. Visit his [personal Website](#) or reach him by email at [randall\(at\)quintcareers.com](mailto:randall(at)quintcareers.com).



Have you seen all our [interviewing resources](#)?

Read all our [job-hunting do's and don'ts](#).

Quintessential Careers: Article Reprint and Content Use Guidelines

Quintessential Careers publishes several new articles a month on its site or in its e-zine, *QuintZine*. We allow limited reproduction of these copyrighted articles and other copyrighted content -- but only under certain guidelines and conditions -- to help us expand our mission of empowering students and job-seekers find successful careers and jobs.

Here are our standard reprint requirements.

We allow reproduction of a limited number of our articles **ONLY** if **ALL** of the following conditions are met:

1. The article retains the original byline and it is clearly identified at the beginning of the article;
2. The main article and any editorial links within remain unchanged, unless you have written permission from us to change them; advertising links can be deleted;
3. Copyright and ownership by Quintessential Careers is clearly identified, such as: "copyright by Quintessential Careers. The original article can be found at: [URL]. Reprinted with permission."
4. An active link (not just the URL) must accompany #3, so that visitors can click directly to Quintessential Careers.
5. You may only reprint **four** articles; NO exceptions. Violations will result in loss of all future reprint privileges.
6. You send Quintessential Careers the URLs of any articles republished on your site.
7. This permission applies to Website reproduction only; print guidelines vary, so please [email the Webmaster](#).

If you can meet these requirements, then you have permission to reprint the article(s).

Questions? Please email the Webmaster, [Dr. Randall Hansen](#).

Quintessential Careers: FAQs About Thank You Letters

by Katharine Hansen, Ph.D.

- [Reprint Guidelines](#)
- [Free Newsletter Subscription](#)
- [Main Articles Page](#)

Search Quintessential Careers:

powered by FreeFind

Nearly every career book advises jobseekers to send thank-you letters after being interviewed, but how many do? In the aggregate, only about 5 percent of those looking for jobs perform this simple yet crucial ritual. Thus, it's time to address some of the frequently asked questions about thank-you letters.

Doesn't it come off as wimpy or even desperate to send a thank-you letter? Won't the employer think I'm sucking up?

No. It's a very rare employer who isn't pleased to get a thank-you letter. Most consider it just common courtesy, a way to differentiate you from the pack, proof that you're really interested in the position, and a way to keep your name in front of them.

Will a thank-you note make or break my chances of getting a job?

Well, probably not in most cases, but it could. Why take the chance? One of my former students told me that after he was hired for his first job out of college, his boss told him that he had wavered between my student and another finalist for the position. But then the boss got a thank-you letter from my student, and it made all the difference. Because of that simple gesture, my student got the job.

Should it be a typed business letter or a handwritten social note?

Studies show it doesn't matter. The important thing is doing it. Tailor your letter to the culture of the company and the relationship you established with the person who interviewed you. If you feel the interviewer and the company call for a formal business letter, send that. If your rapport with the interviewer dictate a more personal touch, send a handwritten note.

What about an e-mailed thank you?

Career experts are not in total agreement about the propriety of e-mailing a thank you, but again, the company's culture should guide you. If people in the company use e-mail heavily, your e-mailed thank you will seem right in step. It's also a fast solution if you know the company will be making its hiring decision quickly. Even if e-mail fits in with the company culture, however, it's a good idea to follow up your e-mailed thank you with a hard-copy version.

So, if "just do it" is the byword, I don't have to put that much effort into it, right?

Wrong. We've heard of candidates on the verge of being hired getting suddenly discounted from consideration because they sent sloppy, poorly written thank-you letters, riddled with typos, misspellings, and grammatical errors. Writing skills are important in many jobs, and employers don't want to have to teach candidates remedial skills. Spellcheck, proofread, and have someone else read over your letter before you send it.

Can I just borrow a sample thank-you letter from a book and adapt it to my interviewer?

Well, "borrowing" is one thing. In fact we've provided some [sample interview thank-you letters](#) to show what thank-you letters should look like. But be sure to borrow just the basic structure, and perhaps a few key phrases; don't plagiarize the whole thing. We know of one employer who instantly recognized that a thank-you letter he received had been taken word for word from a text he was familiar with.

If I interview with several people, do I have to send a thank you to each one?

That's the best approach. You can make it essentially the same letter to each, but vary at least a sentence or two to individualize the letters in case your recipients compare notes.

How soon after your interview should you send a thank-you?

The rule of thumb is to send it within 24 hours of the interview.

Should I bother with a thank-you note if I know the hiring decision will probably be made sooner than I can mail a thank-you letter?

The key word here is "mail." If mail is too slow for the hiring decision, find a faster way: e-mail, fax, air-express, or hand-delivery. In fact, if the interview was local, hand-delivery of the thank-you letter can make a super impression.

What if I do receive an offer faster than I can send a thank you?

Send it anyway to thank the employer for the interview and the offer. Your letter can also accept or decline the offer. An acceptance letter can re-state your understanding or the terms of the offer (salary, benefits, vacations days, starting date, paid training, etc.); that way any discrepancies can be red-flagged by the employer and straightened out before you start.

Is there anything you can do to make an even better impression with your thank you?

Find a way to personalize it. If you notice that the interviewer collects elephant figurines, for example, write your thank-you note on a notecard with an elephant picture on it. Or send a clipping of an article you think the interviewer would be interested in.

Questions about some of the terminology used in this article? Get more information (definitions and links) on key college, career, and job-search terms by going to our [Job-Seeker's Glossary of Job-Hunting Terms](#).

Katharine Hansen, Ph.D., creative director and associate publisher of Quintessential Careers, is an educator, author, and blogger who provides content for Quintessential Careers, edits [QuintZine](#), an electronic newsletter for jobseekers, and blogs about storytelling in the job search at [A Storied Career](#). Katharine, who earned her PhD in organizational behavior from Union Institute & University, Cincinnati, OH, is author of Dynamic Cover Letters for New Graduates and A Foot in the Door: Networking Your Way into the Hidden Job Market (both published by Ten Speed Press), as well as Top Notch Executive Resumes (Career Press); and with Randall S. Hansen, Ph.D., Dynamic Cover Letters, Write Your Way to a Higher GPA (Ten Speed), and The Complete Idiot's Guide to Study Skills (Alpha). Visit her [personal Website](#) or reach her by e-mail at [kathy\(at\)quintcareers.com](mailto:kathy(at)quintcareers.com).



Check out all of the thank-you letter tools and resources in the [Thank-You Letter Resources for Job-Seekers](#) section of Quintessential Careers.

