

## POST - INTERVIEW

### *Thank-you note / letters*



*Career Services*

Writing an effective thank-you note/letter can set you apart from other applicants when a potential employer is narrowing down candidates. There is a particular form to follow for a thank-you note/letter to be considered effective. These tips are designed to guide you in the process so that you can leave a memorable impression on a potential employer.

- Address the note/letter to the person that conducted the interview.
  - If there were multiple interviewers one must be sent to each. Be sure to construct different notes for each as well (This shows that you have put a great deal of thought into this as well as insurance in case notes are compared).
  - A good tip is to get a business card from the person(s) conducting the interview. You will have their title and correct spelling of their name. If this is not possible, then be sure to bring a small note pad and pen to write down their name with correct spelling and title.
- Use quality paper to type out your note/letter (not regular printing paper). If you have legible handwriting, then a quality thank-you note card with a hand-written message is perfectly acceptable.
- Make sure you use a business format if typing your letter (See example on back).
- Regardless, your message should be brief. Make sure you mention the date of your interview, your continued interest of the organization along with the position, your appreciation for the opportunity to interview along with any other activities that took place during the interview (tour, conversation with employees. Etc.), how your skills will contribute to the organization, and confirm follow-up procedures.
- It is acceptable to e-mail a thank-you letter if your correspondence with the interviewer was predominantly electronic. (See separate attachment for sample e-mail thank-you)
- It is essential to **mail your thank-you note/letter within 24 hours** of your interview regardless of whether you choose email or standard postal service mail.

**The following is a sample thank you note for standard postal service mailing:**

Florence Nightingale  
123 Main Street  
Canton, OH 12345

Thursday, March 23, 2016

Guy Gunderson  
Exceptional Care Hospital  
456 Main Street  
Canton, OH 12345

Dear Mr. Gunderson:

Thank you for the opportunity to interview with you on Wednesday, March 23, 2016. It was a pleasure to discuss the nursing position at Exceptional Care Hospital. My interest in your hospital was significantly strengthened after the facility tour and an opportunity to meet with several nurses, and learning about their daily routines.

I appreciate the way that nurses Carla Winslow and Andrew Thompson described their duties with great passion while maintaining their professionalism. As we discussed, I grew accustomed to multitasking while working under intense pressure during my clinical experiences. I also held a full-time job working in a doctor's office while maintaining a 4.0 GPA.

If you need any further information, please do not hesitate to contact me by phone at 555-555-5555, or by email at: [florence.nightingale@email.com](mailto:florence.nightingale@email.com). Again, thank you for the opportunity to interview for this inspiring position. I look forward to hearing from you soon.

Sincerely,

*Florence Nightingale*

Florence Nightingale

**The following is a sample email thank you note:**

Sent: Thursday, March 24, 2016

To: Guy Gunderson

Subject: Thank You for the Interview

Dear Mr. Gunderson:

Thank you for the opportunity to interview with you on Wednesday, March 23, 2016. It was a pleasure to discuss the nursing position at Exceptional Care Hospital. My interest in your hospital was significantly strengthened after the facility tour and an opportunity to meet with several nurses, and learning about their daily routines.

I appreciate the way that nurses Carla Winslow and Andrew Thompson described their duties with great passion while maintaining their professionalism. As we discussed, I grew accustomed to multitasking while working under intense pressure during my clinical experiences. I also held a full-time job working in a doctor's office while maintaining a 4.0 GPA.

If you need any further information, please do not hesitate to contact me by phone at: 555-555-5555, or by email at: [florence.nightingale@email.com](mailto:florence.nightingale@email.com). Again, thank you for the opportunity to interview for this inspiring position. I look forward to hearing from you soon.

Sincerely,

*Florence Nightingale*  
[florence.nightingale@email.com](mailto:florence.nightingale@email.com)  
(555) 555-5555