General Model for a Thank-You Note

Thank you notes are a powerful and often overlooked job search tool. A well-written and timed thank you note will increase your chances of being hired. Since few job candidates will write a thank you note, employers remember those who do. Writing a thank you note demonstrates many desirable personality traits that can make you attractive to an employer. By taking the time to write the note you are showing the employer you are thoughtful, socially adept, very interested in working at the organization, respectful and appreciative of the time the employer took to meet with you. Perhaps most important of all, it demonstrates that you have the ability to follow through. Writing a thank you note can give you the edge over other candidates who may be equally qualified but never bother to follow-up the interview.

Your address
Your Telephone Number
Date

Name of Interviewer
Title
Department (if applicable)
Organization
Address

Dear Mr./Ms. _____:

Your note should be **brief,** no longer than half a page and be mailed the same day of the interview. Begin by thanking the interviewer for meeting with you. Mention something about the interviewer that you found very positive, i.e., the interviewer was very helpful, thorough, informative, etc. Unless your handwriting is exquisite, it is usually better to type the thank you note.

In the second paragraph, discuss important information the interviewer conveyed to you about the position or the goals of the organization and relate these to your qualifications or work ethic. Indicate that meeting with the interviewer has increased your desire to work at the organization. Refer to the interviewer by name.

Reiterate your thanks and convey your hopefulness about joining the organization.

Sincerely,

Signature

Your full name (typed)

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