

## THANK YOU NOTE TIPS

### What mistakes should you be avoiding?

Thoughtfulness and good manners are always important; they apply doubly when interviewing for a job. Funny, though, how often normally well-mannered, thoughtful folks make a mess of something as simple as a hand-written thank you note after a job interview. According to an AccounTemps survey, more than half of the executives surveyed prefer hand-written notes to email.

To keep YOU from accidentally making a mess after your interview, here are five of the biggest job interview thank you note bloopers that you'll want to avoid.

### AVOID THESE FIVE THANK YOU NOTE BLOOPERS

#### 1 NOT SENDING A THANK YOU NOTE

Seems obvious, but NOT sending a thank you note after a job interview is the **biggest mistake of all**. Suppose you are running neck-and-neck with another candidate and you don't send a well-crafted thank you note. You may have lost any edge you may have had. **Do not blow off the thank you note** as something unnecessary and old-fashioned. They take little time to write, and they are guaranteed to set you apart from the pack. Before your interview, purchase a box of generic, professional-looking thank you notes and keep a supply of stamps on hand. Or if interviewing locally, hand deliver them to the front desk.

#### 2 MENTIONING SALARY

You wouldn't bring up a prenuptial agreement on your first date. Likewise, the time to discuss compensation is when you have an offer in hand, not in a follow-up thank you note. 'Nuf said.

#### 3 POOR PENMANSHIP AND SPELLING ERRORS

In today's electronic age, you may find few occasions to use your long hand, so practice a bit. Type or write your thank you note on a separate piece of paper first. If your handwriting is hopelessly bad, consider using a professional handwriting font, like Handwriting – Dakota. **Check and double check for spelling errors**. Have someone you trust **proofread** your note **before you seal the envelope**.

#### 4 BEING TOO GENERIC

Your thank you note is a perfect time for you to mention specific reasons why you're excited about joining their team and are the best candidate for the position. Point out how your background is relevant, specifically to their plans. This is perhaps your final chance to sway the hiring manager's decision in your favor. Make it short, sweet and compelling.

#### 5 NOT SENDING A THANK YOU NOTE TO EVERYONE ON THE INTERVIEW PANEL

During the interview, ask everyone for their business cards so you have the correct spelling, title and address. If they don't have a card or forgot, ask your point of contact for it. If you worked with a recruiter, it's a nice touch to thank them for scheduling the interview.

*"Meaning to send a thank-you note but then not doing it is exactly the same as never thinking to send one — that person is still receiving zero thank you notes."* Kelly Williams Brown, *Adulting: How to Become a Grown-up in 468 Easy(ish) Steps*.

According to the York Technical Institute, less than 4% of applicants send thank you notes.

**So follow through.**

## INTERVIEW THANK YOU NOTE SAMPLE

(see next page)

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## INTERVIEW THANK YOU NOTE SAMPLE

### After your interview — thank you note.

[enter the date here]

Good Afternoon [Enter name of recipient here],

Thank you for the meeting this morning. It was a pleasure to talk with you and truly appreciated.

I am very excited about [Replace this with Company Name], and quite impressed with the vision. [Add your own comments here.]

Joining [Company Name], as the [Job Title] would be the highlight of my career.

Should I be presented with the opportunity to be a part of the team, this is some of what you can expect:

- [NOTE: Add several bullet points here. EXAMPLE 1: Proactive in defining and implementing human resources to the next level.]
- [EXAMPLE 2: Training processes to raise the standards for employees delivering customer excellence.]
- [EXAMPLE 3: High energy with passion for people.]
- [EXAMPLE 4: Loyalty, honesty and trustworthiness.]
- [Enter your own example here...]

Again, thank you for your time. I am enthusiastic about the possibility of joining your team.

Sincerely,

[enter your name]

[enter your phone number]

[enter your email]

[enter your LinkedIn profile link]

## GET MORE THANK YOU NOTE SAMPLES

Read our [Blog Post \(Seal the Deal: Pre-interview Thank You Note Strategies\)](#) for additional thank you note samples and tips. 1) [Dark Horse Thank You Letter](#) 2) [Formal Thank You Letter](#) 3) [Informal Thank You Letter](#) 4) [Oh I forgot Thank You Letter](#)

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