

THANK YOU NOTE GUIDE

It is important to follow up with your interviewer after your interview. Thank you notes are a great way to do this. Use the following checklist to write a thank you note to your interviewer:

- Thank them for their time.
- Reinforce the key points of your interview.
- Reinforce your qualifications for the position.
- Add any important information you forgot to mention.
- Sign off in a way that professionally implies they will follow up—i.e., “I look forward to hearing from you.”

Example Thank You Note:

Dear Mrs. Smith,

Thank you for taking the time to meet with me today. I appreciated your time and enjoyed discussing the foundational beliefs of the company and the goals for the upcoming year.

My experience with project management and customer service makes me excited about the opportunity to contribute to the company. To clarify, when are you expecting to take the next step in the hiring process? I look forward to hearing from you.

Sincerely,

Sally Sue