

Employer Communication: Thank You

WHY?

A thank you letter is critical in your job search process. It allows you to follow up with the employer, restate why you want the position, remind the hiring manager of your skills & qualifications, elaborate on an item you may not have discussed, and helps to demonstrate why you are prime candidate for their position. A thank you letter can also make a critical difference in your candidacy and help you stand out among other candidates.

When?

Whether it's your initial interview or if it's a 2nd or 3rd interview, a thank you letter should be sent within 24 – 48 hours following the interview. You can express your thanks and appreciation in a variety of methods: mailed letter, hand-written note, email, or even a phone call. The method you choose should be the same method the employer has used to communicate with you. For example, if all your correspondence with the employer has been email, then an emailed thank you letter is appropriate. Although, a mailed letter or hand-written note conveys a more personal touch. You may also email a thank you letter, then follow it up with a hand-written note or mailed letter – this will enable you to express your appreciation right away, and still add that personal touch.

How?

- Prepare your letter on quality paper using a business letter format (if you mailed your resume, use the same quality paper you used for your resume). If mailing your letter, use a standard size envelope and fold your letter in thirds.
- If you are handwriting the thank you letter, be sure your handwriting is neat and legible. Use a quality thank you card with a simple “Thank You” or graphic on the front.
- The letter should be addressed to the person with whom you interviewed. Ask for your interviewers' business cards or write down the interviewers' titles and the proper spelling of their names before leaving the interview site. If there were several interviewers, send a customized thank you letter to everyone.
- Keep your letter brief and concise. Mention the date of your interview and affirm your continued interest in both the position for which you interviewed and the organization.
- Reiterate your most important skills and qualifications, how you expect to contribute to the organization, and any unique points of interest discussed during the interview. You may also add any details or skills you forgot in the interview, and you can also attempt to ease any reservations you heard from them.
- Express your appreciation for the opportunity to interview, tour the facilities, meet other employees, and confirm follow-up procedures.
- Supply any additional information that was requested at the time of the interview.



Ambassador Crawford
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and Entrepreneurship

For more information:
Career Services Office
buscareers@kent.edu

Sample Thank You Letter:

Dear Ms. Smith,

Thank you for the opportunity to interview with you on Friday, March 24. I appreciated the company tour and opportunity to meet with several of your staff. I enjoyed our conversation and learning about your career background as well as the advancement opportunities that are available at ABC Company. I feel that the Account Representative position is an excellent opportunity for me to start my career.

As we discussed, my experience in sales will enable me to interact effectively with both existing and potential clients. Not only would I be able to discuss the unique aspects of your products, I understand first-hand from my internship experience the importance of marketing strategies and building relationships, while also meeting deadlines.

Thank you again for the opportunity to interview for the Account Representative position and I look forward to hearing from you soon.

Sincerely,
Jill Jones

Sample Thank you phone call:

If you choose to call the employer and express your thanks, be sure to plan what you will say. Have a script ready in case you receive their voicemail. Have the following information ready to share:

- Name (mention at the beginning and end of your message)
- Phone number (mention at the beginning and end of your message)
- Reminder of the position you recently interviewed for and the date
- An upbeat message including a skill or qualification you have for the position
- Express your continued interest in the position
- Thank them for their time and the opportunity to interview
- Pleasant closing

Speak CLEARLY and SLOWLY



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