

Thank You Letter

Thank you letters can make you stand out from other candidates competing for the job. To be effective, it should be sent out two or three days after the interview. Thank you letters allow you to explain, restate, and re-emphasize your strengths, accomplishments, and skills. This is your opportunity to mention any important information you forgot to discuss during the interview. In the end, thank you letters are your last chance to leave a good impression!

Guidelines to Writing Thank You Letters:

1. It should be only three paragraphs in length.
2. Keep it short and simple, one page is usually enough.
3. Be sure your letter is professional, typed, with no grammatical errors.
4. Reinforce your qualifications relating to the job position.
5. Show your enthusiasm and interest for the position.

Several situations to send thank you letters:

- After each interview.
- When an employer or someone else assists you with a job referral or provides job search assistance.
- Someone provides reference information or speaks on your behalf to the employer.