



Thank You Notes

It is customary in the corporate world to send a thank you note to anyone who has done something to help you advance professionally.

- **Who:** Send a thank you note to anyone who does a professional favor for you.
- **What:** Examples include reviewing your resume, introducing you to a networking contact, conducting an informational interview, or helping you improve your online presence.
- **When:** Send the note within a day or two of the favor.
- **Where:** Send your note via snail mail or email. Either is acceptable.
- **Why:** Sending a thank you note indicates that you have good manners and that you are appreciative of the help that others have provided. It also helps to cement networking relationships.
- **Go above and beyond:** To maintain the relationship, keep your contact informed of your professional growth. Did their advice work? If so, let them know. You can also offer to return the favor one day. Building a reciprocal relationship with your contact will ensure the relationship's longevity.

Sending a Thank You Note after an Interview

Sending a thank you note after an interview gives you the opportunity to express not only that you have good manners, but also that you have a genuine interest in the position.

What should the note say?

- This note should say more than just "thank you." Use this as an opportunity to follow up on previous discussions and reiterate your enthusiasm for the position.
- Build on the conversations that you had during the interview. Try to talk about specific topics that were covered and use the note to strengthen your candidacy for the job.

What should you avoid saying in a thank you note?

- Avoid being generic or sounding like you used a template to write your note. Potential employers can sense when you have simply inserted their name into a previously formatted email.
- Don't just say, "I am qualified for this job." Tell the interviewer *why* you are qualified and be sure to back up your statements with specifics.
- Avoid saying, "I'm sorry for my delay." Do not start your thank you note with an apology. You risk giving the impression that you have poor time management skills.

When and how should you send a thank you note?

- Send a thank you note within a day or two of the interview.
- Wait at least a few hours from the interview to send a thank you note. Give yourself time to reflect on the interview and what you learned about the company.
- You can send your note via email or snail mail.