

How to Write a Thank You Note

Writing a thank you letter after a job interview is a must! In fact, some employers think less of those interviewees who fail to follow-up promptly. Plan to send out your thank you letters or thank you note as soon as possible (preferably within 24 hours) after your interviews. If time is of the essence, it's appropriate to send an email thank you letter. If you are interviewed with several people send individual messages to each person you interviewed with. Modify your message so each interviewer gets a unique thank you note. Ask for a business card at the conclusion of each interview - that way you'll have the contact information for you thank you letters. Here is how to write a letter.

Paragraph one:

The first paragraph should thank the interview for meeting with you. It should include what position you applied for and how you can meet their needs.

Paragraph two:

Write about how your experience meets their needs and include how you fit in to their agency after meeting with the people that interviewed you.

Paragraph three:

Closing. I look forward to hearing from you.

Sample Thank You Letter

Mr. Archie Weatherby
California Investments, Inc.
25 Sacramento Street
San Francisco, CA 94102

Dear Mr. Weatherby,

Thank you for taking the time to discuss the insurance broker position at California Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that California Investments retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Weatherby, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

John Oakley

