

Thank You Notes

The Most Important Final Step You Can Take

The idea of sending a thank you note following an employment interview seems old-fashioned or it's something you should do "if you can find the time." But the reality is that sending a thank you note is something you **MUST** find the time to do.

In addition to keeping yourself in the running for a particular job, there are lots of other great reasons to send a thank you note after **EVERY** meeting or interview.

- **It's the right thing to do.** Say thank you when someone helps you, spends his/her valuable time with you, provides you with information, buys you lunch, etc.
- It gives you the **opportunity to restate your interest** in a particular position, such as, "Thank you for taking the time to interview me on Tuesday, July 11. I continue to maintain a high level of interest in working for XYZ Company. I was particularly impressed by your plans for expansion and by the visibility and opportunity this expansion could provide..."
- It provides the opportunity to **remind your interviewer of your past meeting.** A thank you note sitting on the interviewer's desk may be just the reminder he/she needs to get him/her thinking about the interview you had and of filling that position.

- Even if you don't get the job, or decide to decline an offer, the interviewer needs to be thanked for the time and information shared with you. **You may meet this person again,** especially if you stay in the same geographic region or industry as the interviewer. People move around within certain industries. It will benefit you to be remembered as a professional candidate who completed all steps of the interview process, including sending a thank you note.
- Receiving a thank you note is **uplifting for the interviewer.** It will help him/her view and remember you in a positive light.
- Remember to ask, "What are the next steps in this process and when should I expect to hear from you?" The employer's answer will determine how much time you have to send a hand-written or an email thank you!

The ten minutes you spend preparing and sending a thank you note may be the most important ten minutes of the interview process. With all the reasons cited above, can you afford not to find those few minutes?