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How to Say



THANK YOU!

after the
Interview

AND MAKE A GREAT IMPRESSION



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ARTICLE

How to Say "Thank You" after the Interview and Make a Great Impression

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One of my friends had a job interview yesterday. He was excited about the position, the people, and the company brand, and he felt as though he was a good fit for both their need and their culture. "They did say that my availability might be an issue. I hope I made it clear enough that I can reschedule the potential conflict," he told me.

In my own candidate-focused research, I've encountered a number of articles about how to handle the "thank you" follow up, and this was an obvious item for him to cover. "Make sure to put that in your thank you email!" was my response.

As I looked into resources to send my friend, I realized that iCIMS Hire Expectations hadn't yet covered the thank you note. The following are some quick tips for writing a sincere thank you letter—and potentially cinching that job offer.

Should I Send a Thank You?

Yes.

Jessica Liebman wrote an article for Business Insider titled "[The Number One Mistake People I Interview Are Making These Days](#)" that explains how Liebman feels when she does not receive a thank you note:

If I DON'T get a Thank You Email, here's what happens:

- I assume you don't want the job
- I think you're disorganized and forgot about following up
- There is a much higher shot I'll forget about you

Why risk that? Send a thank you note! Ideally, send one to every person who interviewed you. Try to get a business card or contact information from each person during the interview for that purpose.

Handwritten or Email?

Liebman makes the case in "[ANSWERED: Should You Send A Handwritten Or Email Thank You Note After An Interview?](#)" that, while it varies based upon industry, email is often preferred. This is because traditional mail carries with it a number of risks, including the fact that your letter may never actually reach your interviewer. You also are creating a delay between when you write the letter and when the interviewer receives it that may place you behind candidates who send a prompt email.

According to Liebman, this is why the email thank you works:

- You can send it the day of your interview to show just how eager you are.
- You know it will at least find its way into the interviewer's inbox. Whether they read it or not is a different story.
- If the interviewer ever searches for your name in their email, the note will pop up and remind them that you followed up and really want the job.
- You can easily tailor it to the vibe of the interview. It can be as casual or as formal as you decide. Handwritten notes always feel too formal to me.
- The interviewer might write back to you. The email will be open on their computer, and there's a bigger chance they'll respond, or ask you a follow-up question, or continue the conversation.



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Lisa Quast includes best practices for mailed thank you notes in her Forbes article "[Job Seekers: No, The Interview Thank You Notes Is Not Dead](#)": "If a company culture is a bit more traditional or formal, a handwritten or typed (and mailed) thank you note sent within 24 hours is still acceptable." Quast goes on to mention that, at this point, email or mail are your best bet for format: Thanking the interviewer by phone or text message is not recommended.

Timeline?

Whether you're emailing or mailing your thank you note, send it within 24 hours. Don't send it from the parking lot after the interview—give yourself the chance to think about it and proofread first.

What to Include?

Each link included within this post has a number of recommendations, but here's my preferred list (in no particular order):

- Your name and contact information
- Your interviewer's name
- The title of the position you interviewed for
- A sincere thank you for their time
- A specific detail related to your discussion that will remind them which candidate you are
- Reiterate your interest in the position and organization
- (If applicable) Address any potential concerns in a way that makes you look like a star

Further, Liz Ryan's article "[The Post-Interview Thank You Letter: Getting It Right](#)" suggests that you should use the thank you letter to do these three things:

- a) convey to the reader that you really understood the company's challenges in the area of his or her individual focus;
- b) also convey that you are well-equipped, by background, talents and temperament, to surmount these challenges; and
- c) add one pithy, insightful thought that DIDN'T come out at the interview, to show that you're still thinking through the company's opportunities and challenges.

While this may seem like a lot to take in, just sending a coherent, pleasant thank you note will mean a lot. So write your thank you note with pride, proofread, and remind your interviewer why you are an excellent choice for the job.



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