

WRITING A THANK YOU LETTER FOR INTERVIEW

If you're looking for how to write the best thank you notes/emails after your interview, you've come to the right place. Sending a follow-up message to thank the.

Does sending a thank-you note really work? Avoid the instinct to write a long message. A targeted, personalized thank you note is much more meaningful than a generic one. Advertisement Writing Your Thank You Message Leave the TO: field empty until you have completed, spell checked, and proofread the message or put your own address in that field until it is ready to be sent. Send this very soon after the interview, preferably on the same day as the interview. Keep the content of the email brief, no more than two or three paragraphs, and reference particular points from the conversation. Run spellcheck and proofread carefully. It left me with a pretty good taste in my mouth pun intended. Some source interviews were conducted for a previous version of this article. If several days or weeks go by, send a polite follow-up to ask if there has been any progress in making a decision. Include your business card in the thank you note, just in case the recipient doesn't remember you. Matt Ross, CEO and co-owner of The Slumber Yard , remembers a candidate who went the extra mile in mentioning personal details from their interview. It depends on the company you're interviewing at. Do include your name and "thank you" in the subject of the message. Even if you have been referring to the interviewer in a more casual way, in the thank-you note, use the more formal form of address. This opportunity may happen or it may not. Please let me know if you have any questions or concerns or need more information. Handwritten Handwritten letters have a certain charm, but in most cases, a thank-you email is the best choice. Call at convenient times. One day in the newsroom that summer, the editor told me I was the only one who wrote a thank-you.