

SAMPLE THANK YOU NOTE

A thank you note should be sent after each interview you attend. Thank the employer for their time and restate the important things that you want them to remember about you.

The thank you note should be sent as soon as possible, or if you know when the decision will be made for the position you have applied for then send your thank you note to arrive the day before the decision date. You will then be fresh in the mind of the decision maker.

The thank you note should be hand written and on nice letter stationary or thank you note stationary and sent to the specific person you interviewed with. Be sure to get a business card from that person or write do the persons name on your lined paper in your folder. You may need to ask for the persons name again before you exit the interview.

Example of a thank you note:

Dear (specific name)

Thank you for your time during the interview on (specific day). I was very impressed by your college and hope to hear from you soon regarding an employment date.

Sincerely,

(your name)