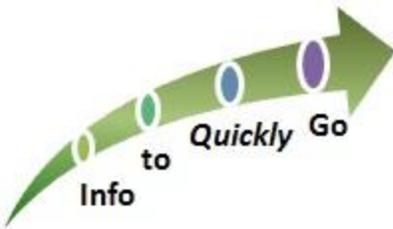


## Interviews: The All-Important “Thank You”

*The “thank you” could make it or break it.*



### Gratitude is key.

Just because you’ve managed to make it through the in-person interview doesn’t mean the interview process is over. In addition to your qualifications and hopefully a good interview, the follow-up “thank you” is crucial to your cause.

The prime reason for sending a “thank you” is twofold: You show your interest and eagerness for the job and you acknowledge the interviewer’s time. Showing interest keeps you in the interviewer’s mind for consideration and the acknowledgement shows good manners and admirable character traits.

Until you’re officially hired, your objective is to continue to set yourself apart from the competition. A “thank you” note is just another way to do so.

### Guidelines.

Send a “thank you” within 24-48 hours of the interview. Employers will take note because of the promptness, which shows interest and attention to detail – all qualities that employers look for in a potential employee. A late “thank you” never has the same effect, but is still better than none because you don’t want to start burning bridges.

Keep it concise. Be courteous, verify your interest in the position, remind the recruiter of what you bring to the table, review what you gained from the interview, and thank him/her for taking the time to meet with you.

**PROOFREAD.** Always check spelling and grammar, as you did for your résumé and cover letter. Get names and titles correct. Call or check the organization website if you’re uncertain. Keep paragraphs short with spaces in between each. It should look professional, be to the point, and sound genuine.

### “I’d like to thank…”

Thank everyone involved in making the interview happen: the contact that introduced you or gave you the head’s up; the assistant who helped get you to the interviewer; every interviewer you met with, including any phone interviewers. Multiple “thank you” notes might seem like a lot of work, but it’ll pay off when you land a job.

Personalize every note. Similar language in each is acceptable, but use your judgment.

Even if you’ve accepted another position, send a “thank you” to everyone else you’ve met with – it’s polite, professional, and you never know if you might interview at that organization in the future.

### Typed or handwritten?

There may not be a right answer for this. Some believe that since interviews are business, not pleasure, a “thank you” should be typed, not handwritten. On the other hand, some believe that handwritten notes are a more personal expression and show more attention to detail. Both

## Simply put:

A “thank you” note is necessary after every interview to give a lasting impression and may even put you ahead of the competition:

- Send it within 24-48 hours after the interview.
- Use quality stationary for a more formal, handwritten “thank you,” or a well-formatted e-mail.
- Use blue or black ink only – no pencil, colored ink, or colored fonts.
- Include full contact info after your signature.
- Keep it to the point and be sincere.
- **PROOFREAD** for names, titles, spelling, and grammar.

methods are valuable, so it may depend on the company and situation.

### E-mail or snail mail?

Again, there may be no wrong way to go. E-mail is faster and more convenient. A faster response/receipt might keep you ahead of the game. Then again, quality stationary is more formal and reveals extra effort.

Ultimately, it’s your call – tailor to the needs and possible expectations of the recipient. Regardless of the means in which you send it, the “thank you” note is never a bad idea. Just be sure to make it effective.

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