



THANK YOU LETTER

Always send a well-written and thoughtful thank you letter immediately after a job interview or speaking with a professional who offered you their time or advice (such as after a Job Fair, networking event, or Informational Interview). The contact should receive your message within 24 hours if by email, to 48 hours if a handwritten card by mail. Saying “thanks” is not only polite, it shows that you appreciated the person’s time and keeps the line of communication open between you and the employer or contact.

During a job interview, you will likely meet with multiple individuals. Be sure to collect the business cards of every person you met with and send *each person* an individualized thank you letter. Do not send a group email.

A thank you letter is five to 10 sentences in which you:

- Thank the person for taking the time to interview you
- Re-iterate the top two to three reasons you are a great fit for the position. If appropriate, briefly add or clarify any additional information from the interview that could increase your chances of getting hired
- Mention a point of mutual interest, which will reinforce the connection you made and remind the person of the details of your conversation
- Express your sincere interest in the position and say that you look forward to hearing from them soon

SAMPLE

Dear Mr. Brand,

I am writing to thank you for the opportunity to interview for the Marketing Assistant position yesterday. This position seems both challenging and rewarding, and after learning more about your company, I became even more excited about the possibility of joining your team.

After meeting with you, I felt even more certain that my skills offer a great match to the requirements you are seeking. As we discussed, you need someone with strong marketing skills, and I have extensive experience as a Digital Marketing Intern at SEER Interactive where I increased SEO performance and web traffic for a national healthcare client with the outcome of maximizing brand awareness. In addition, my role of President of the Marketing Club has provided me with the opportunity to develop my leadership, teamwork, and communications skills, all of which you expressed are essential for success with 20Brand Company.

Once again, thank you for considering me for this wonderful opportunity. It was a great pleasure speaking with a fellow La Salle alum about our mutual favorite place on campus. Please do not hesitate to contact me if you have any questions or need more information. I look forward to hearing from you soon regarding your hiring decision.

Sincerely,
Your Name

FOLLOW-UP

After applying to a job, you may never receive a response from the employer, leaving you unsure where you stand. Typically, employers contact only the applicants they are interested in, with a non-response indicating that you were not a top contender. However, an extended hiring process is also normal, as the average time from job listing to interview is 38.7 days, according to a 2015 NACE survey. Meanwhile, the average time from interview to job offer is 22.9 days, making an after-interview nonresponse equally as ambiguous.

How can you find out whether you’re still in the running for the job? It is perfectly acceptable to follow up by phone or email within an appropriate time frame to inquire about the next steps in the hiring process. In your message, briefly:

- Recap the date of your application submission or interview
- Re-affirm your interest in the position
- Request the status of your application, and ask about the time frame for the next steps in the hiring process
- Thank the individual for his or her cooperation

EMAIL OR HANDWRITTEN?

Sending a thank you via email is standard, but many employers say a handwritten card can make you stand out. Use your best judgment. For conservative fields (accounting), send a card. For tech or web industries, email might better match their quick pace of communicating.

Bottom line:

You can’t go wrong with email. A handwritten card will make you stand out. Your only mistake would be sending neither.

HOW SOON AFTER?

1 week after applying to a job and 3-4 weeks after your job interview are appropriate times to follow up if you have not heard back.