

Thank You Note Etiquette

You don't have to be an Emily Post etiquette expert to know it's a great idea to send a thank you note after an interview. Whether your interview was face-to-face or via phone, sending a thank you note as soon as you can is a best practice.

Sending a note gives you another opportunity to emphasize what most excites you about the position, including details that you learned in the interview. It also shows initiative and can demonstrate that you are good with details and follow through (especially important if that's key to the position).

So, what should it say? For starters, address the thank you note – or thank you email – to the name of the person who interviewed you. If you were interviewed by more than one person then send a note to each person. Emailing the note is acceptable, especially since jobs in this tight labor market are moving quickly.

Sample thank you note:

Dear Jan,

Thank you so much for taking the time to discuss your opening for a customer service representative today. I am very interested in this opportunity.

I really enjoyed what you shared about your company culture and I can see myself contributing to the team. My database experience would be a real asset in this position.

Thank you again for your time, please let me know if there is any additional information I can provide to help in your decision.

*Warmest Regards,
Madison*

Next, express your gratitude for the interviewer taking their time to get to know you. Then, include some details of your conversation, which shows you were being attentive and gives you a chance to showcase some of your strong skills that would be a benefit in the position.

Finally, close out the note with a final word of thanks and sign your name. If it's an email, consider adding your phone number under your name for quick reference.

It is best to send the note as soon as possible, in the same day as your interview occurs if possible. That way the interviewer knows that you are interested in the position and hopefully it will help them come to a decision sooner.

A thank you note is the perfect way to communicate to the hiring manager that you are a solid applicant and that you are enthusiastic about the potential opportunity.