

THANK YOU NOTES

Writing a thank you letter after you interview won't necessarily help you secure the job, but not sending one will most certainly hurt your chances. You should write a follow-up letter immediately after each interview, ideally within twenty-four hours. It should be brief and personalized (no more than one page). In your letter you should be sure to:

1. Express your appreciation for the opportunity to interview with the recruiter.
2. Express your continued enthusiasm about the position and the company.
3. Recap your strengths, being careful to relate them to the requirements of the job and the company.
4. Request to meet again.

John Smith
1234 Pine Street
Florence, Alabama 35630
256-555-5555
john.smith@gmail.com

February 9, 20xx

Mr. Andrew Hur
Putnam, Hayes, & Bartlett, Inc.
10940 Wilshire Boulevard, Suite 1500
Los Angeles, CA 90025

Dear Mr. Hur:

It was a pleasure meeting with you yesterday regarding the research assistant position. I enjoyed learning more about the opportunity and about Putnam, Hayes, & Bartlett, Inc.

The position is exciting and seems to encompass a diversity of responsibilities. I believe that with my experience and skills, I'm qualified to make a valuable contribution to your organization.

Should you require additional information, please don't hesitate to contact me at the telephone number listed above or at (312) 555-1212. I look forward to hearing from you.

Sincerely,

John Smith