

THANK YOU NOTE WRITING CHEAT SHEET

Question	Answer
WHY write a thank you note?	Thank you notes can help set you apart from other candidates and may have tremendous value in moving your candidacy forward and positioning you above the competition
What can I accomplish by spending the time to write thank you notes?	<p>A thank you note can:</p> <ul style="list-style-type: none"> • demonstrate respect and etiquette. • extend the conversation from the interview. • clarify anything you felt you didn't articulate well during the interview. • introduce new information you forgot to mention in your interview. • remind the employer of your candidacy. • overcome any objections that may have been raised in the interview. • illustrate your polished communication skills.
Why is the thank you note a "touch point?"	<ul style="list-style-type: none"> • It allows you to express your interest in the job again. • It may remind the employer of your conversation when he or she might be considering other candidates.
Should I send a thank you note by email or postal mail?	<ul style="list-style-type: none"> • Email and handwritten notes are equally acceptable, but remember that email is much quicker and ensures your message will arrive at its destination immediately. • Email is preferable if you know the employer is making a quick decision. • Handwritten notes make you stand out and are a great option if you know the company will take longer to make a decision. • Write legibly. Or type the note, print it, and mail it.
A word of caution	<ul style="list-style-type: none"> • While sending a thank you note can help you get a job, sending a poorly written note can have the opposite effect. PROOFREAD!
When should I send a thank you note?	<p>Within a few days after...</p> <ul style="list-style-type: none"> • an interview. • a corporate information session. • the Career Fair. • an informational interview. • a networking event. • Resumazing or any time you interact with an employer.
What should I write in a thank you note?	<ul style="list-style-type: none"> • First, thank the employer for his or her time. • Second, remind the employer of your conversation, by either highlighting, elaborating on, or adding new information. • Third, convey your enthusiasm for working at his or her company. • Finally, wrap up with a reminder of your gratitude and a soft request for further action.
How long should it be?	<ul style="list-style-type: none"> • Absolutely no longer than a page. Preferably, a thank you note should be longer than six or seven sentences.
Make writing thank you notes a life-long habit	<ul style="list-style-type: none"> • There are many opportunities in the work force to write thank you notes to your boss, to colleagues, or to constituents who have made an impression on you or have helped you in some manner. • Thank you notes will help you convey your respect and gratitude, and can go a long way towards professional development and team building.

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