

# GET THE JOB

## The Art of a Thank You Note

The long journey to securing a job interview can leave us so exhausted that we forget one of the most important steps in the hiring process: Saying thanks. Here's a primer on the art of the thank you note.

### EXPERTS AGREE

Recruiters, human resource professionals and others in job-hiring positions recommend that you send a custom letter of appreciation within 24 hours of your interview. This is a great way to show appreciation for the opportunity to discuss their job opening. You're reinforcing your interest in the open position, while showcasing your attention to detail and good manners.

### WHEN TO WRITE

It may occur to you to compose this note as you're wrapping up your day, but timing can be important. Try not to fire off a word of thanks at midnight, since hiring professionals aren't likely to be at their desks. You're putting yourself in a situation where your letter might get lost in the inevitable early-morning



© ADOBE STOCK

wave of work-related emails. With that in mind, aim for an early-afternoon submission

window, after they've filtered through the morning's correspondence.

### GET SPECIFIC

A bland, obviously generic thank you note might be

almost as damaging to your candidacy as forgetting to send one in the first place. Be specific to the company and the interviewer, reminding them of a key moment from your talk. If you discussed a future project or a shared past business contact, reference that directly so the hiring professional is sure to remember you.

### KEEP IT SHORT

By the same token, don't be tempted to go overboard. A thank you note is not supposed to be so detailed that it reads like a synopsis of your meeting, nor so conversational that it grows boring. Try to keep your note to about three sentences: Thank the person who met with you, mentioning the specific date of your interview. Add a sentence tailored to your experience, then a line that reiterates your interest in the open position.

### DON'T PITCH AGAIN

This is not the venue to pitch yourself again for the job, to further explain how you're perfect for the job, or to correct any missteps you may have made in the interview process. Your interview will stand on its own. Simply focus on letting company officials know that you appreciate the interview opportunity and would welcome their consideration.