

# Thank You Letter Explanation

## Thank you Letters and Notes

A job search is a public relations campaign. The idea is to get others to think highly of you so they will hire you directly or refer you to their associate(s). The sooner you build good relationships, the sooner you'll be hired. The words "thank you" create goodwill.

In general, typed letters are recommended; however, you may use handwritten notes if you are only writing a few short sentences. Make sure your handwriting is easy to read. Long, rambling, hard-to-read thank-you notes create more frustration than good will.

Nowadays, it is acceptable to send a "Thank You" by e-mail, especially if the employer is on a time constraint. Use a professional e-mail address and send an e-mail to each person with whom you interviewed. It is preferred that you write a personal note that may refer to what the person said or a mutual commonality.

Send thank-you letters as soon as possible (within 48 hours) after your interview. In fact, some employers think less of those interviewees who fail to follow up promptly.

Remember to proofread: check spelling, grammar, typos, etc. If in doubt about the correct names, spelling or titles of your interviewers, call the office or switchboard.

A thank-you letter is often a sales letter in disguise, so don't be afraid to put some "sell" into it. View the thank-you as a follow up "sales" letter and can restate why you want the job, what your qualifications are, how you might make significant contributions, and so on. This letter is also the perfect opportunity to discuss anything of importance that your interviewer neglected to ask or that you neglected to answer as thoroughly, or as well as you would have liked. Note: Even if you do not want the job, write a thank-you note respectfully withdrawing your application. You never know what the future holds.

## Answers to the Interview Quiz

1. **False.** There could be many reasons why someone is or is not offered a job. Try not to take a rejection personally.
2. **False.** You should do a lot of research about the company before an interview. This shows that you take initiative and are prepared. Additionally, it reiterates your interest in the position.
3. **False.** A person gains many transferable skills through experiences like taking classes, being a parent, volunteering, etc.
4. **False.** If an employer asks you what weaknesses you have, tell them one and how you are working to improve on that area. For example, "I am not very knowledgeable about Excel so I have enrolled in a class at Sinclair to learn more."
5. **False.** You should always dress professionally. It is better to be overdressed than underdressed.
6. **True.** It is best to arrive ten minutes before the interview.
7. **True.** You should be friendly to everyone, as they could be a potential colleague. You always want to make a good impression.
8. **True.** You should talk about 60% of the time and the employer 40% of the time. The employer may do most of the talking when you are asking questions at the end of the interview.
9. **False.** If you ask about the salary too early, many employers will think that you are only interested in the job because of the salary and not the actual work. It is best to discuss salary and benefits after you have been offered the job.
10. **True.** It gives you an understanding of when you should hear back from them.

