

## POST-INTERVIEW THANK YOU NOTE

After an interview (phone, web, in-person), it is always best practice to send a note of appreciation to the individual(s) you spoke with. This gives you an opportunity to tell them something new and/or restate something you discussed. It shows your interest, that you listened in the interview, and that you truly care.

### Guidelines

- Thank you notes can be handwritten or sent via email
- Sent within a day or two following the interview
- Send *personalized* notes to all the connections you made
- PROOFREAD

### Basic Elements

- Thank the interviewer
- Restate your interest and excitement for the specific position
- Discuss a moment you shared with them that stuck out or a connection you had
- If possible, tell the recruiter something new (e.g. a characteristic that you have that is applicable to the position)
- Thank them again

### Example Thank You Text

Dear Mr. John Doe,

Thank you for taking the time to interview me and consider my qualifications for the Social Work position. After talking with you and the team, I am even more excited for the opportunity to be a part of such a collaborative and mission-driven organization. The information you provided about SocialBeing was especially interesting to me, and I am looking forward to applying my educational and professional experiences with your organization.

It was also great meeting a fellow UNI and UNI Dance Marathon alumni. I greatly appreciated our conversations about UNI and am proud to be a Panther!

Please feel free to contact me if I can provide further information. I look forward to hearing from you soon! Thank you again.

Sincerely,

TK Panther