

THANK YOU AFTER THE INTERVIEW

You should send a thank you letter within 24 hours of the interview.

1. **Purpose:** To sincerely extend thanks to the interviewer for taking the time to meet with you and to confirm your interest in the opportunity. A well-written thank you letter can make the difference in being moved forward in the hiring process. Think about sending a thank you letter even if you may not want the job or are not under consideration; the hiring manager may end up as an important networking contact down the road.
2. **Delivery.** You may send a formal business letter by regular mail or an email that is written formally (for example, including a formal salutation using last name and formal closing, such as “Sincerely”).
3. **Format and Length.** Try to keep your letter to one page. Use a standard font style, such as Times New Roman.
4. **Restate your interest in the opportunity.** Demonstrate your interest in the opportunity. Mention something exciting that you learned about the company or the job during the interview.
5. **Share limited additional information.** Post-interview, you’ll understand much more about the company and the position. The thank you letter may be an opportunity to leverage that information to briefly highlight additional relevant experiences and achievements. However, this additional information should be kept to a minimum and should not overshadow the primary purpose of thanking the employer, i.e. the thank you letter should not be used as a fallback to effectively interviewing but may help you emphasize certain important aspects of your candidacy post-interview.
6. **Overcome objections.** With discernment and carefully, the thank-you letter may be used as a tool to overcome any objections about your candidacy that were brought up during the interview. This may be accomplished without directly referencing the objection itself in your letter. For example, if the company was concerned that you are not familiar with the local geography and business owners, address in your letter the strength of your networking skills and your ability to establish rapport.
7. **Proofread!** Carefully proofread your thank you letter, including the spelling of names. You do not want your correspondence to negatively impact the consideration of your candidacy. However, not sending a thank you letter may also be looked upon negatively.

Additional notes:

1. Be sure to notify your references that they may be contacted by the employer.
2. Follow up with a phone call to the employer within a week to ten days, or after the time period discussed in the interview.
3. Continue to seek other job opportunities while you are waiting for a response.
4. Be patient!

SAMPLE THANK YOU LETTER

[INSERT COVER LETTER HEADING WITH NAME & CONTACT INFO]

September 1, 2018

James Anderson
Brokerage Manager
New York Investments, Inc.
25 Sacramento Street
New York, NY 94102

Re: Insurance Broker Position

Dear Mr. Anderson:

Thank you for taking the time to meet with me to discuss the insurance broker position at New York Investments, Inc. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that New York Investments retains its employees for so long. I feel I could contribute a great deal and would certainly enjoy working with you. In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on the insurance brokerage team, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

John Oakley

BY EMAIL:

Subject Line: Thank you

Dear Mr. Anderson:

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I really appreciate that you took so much time to acquaint me with the company. It is no wonder that New York Investments retains its employees for so long. I feel I could contribute a great deal and would certainly enjoy working with you. In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on the insurance brokerage team, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

John Oakley