

Writing Thank You Notes that Get Results

STRATEGY CHECKLIST

Are spelling, punctuation, and grammar correct?

Read and reread the note. Make sure the company, names, etc. are spelled correctly. If you can, have someone proofread it for you.

1

Does it tie into the interview topics and add value?

Establish rapport by referring to topics covered in the interview, and provide additional information - like an article share.

2

How specifically are you a fit for THIS role?

Using the job posting as a guide, remind them how you fit the description by matching your qualifications to the requirements listed.

3

Is this follow-up tailored to one specific person?

Because thank-yous are so often shared among hiring authorities, having duplicates may hurt your chances. Instead, personalize it!

4

When are you planning on sending this note?

Sending the note within 24 hours will ensure the meeting is fresh in your mind, and in the mind of the interviewer. Plus, it shows enthusiasm!

5

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SAMPLE TEMPLATE

Hello Hiring Manager,

Thank you for taking the time to meet with me this morning. I enjoyed our conversation about the VP of Sales position and how the role supports your company and future growth plans.

In my previous company, we accomplished a similar ramp up and were recognized in the space for this achievement. Linked here is the press release the company shared after we hit our goal.

I was very excited to learn about your impressive background and how you grew into the President of North American Sales role you occupy today. This tells me so much about the culture of the company and its growth opportunity.

I look forward to next steps. In the meantime, let me know if you have any questions or need anything further from me.

Best,