The Thank You and other Letters of Importance

The thank-you letter is one of the most important and yet probably the most underutilized tools in a job search. It establishes goodwill and expresses appreciation while strengthening your chances for being hired for the position. Basically everyone who helped you in any way gets a thank-you letter (informational interview contacts, references, interviewers). Even if you did not enjoy the interview (or the interviewer), and/or you are not interested in the position, it is important to thank the interviewer for the time s/he spent with you. You never know if, five years from now, that person will be in a position to hire you for a job you would really like. If it’s not possible or for some reason not appropriate to send a thank-you letter to everyone you met during an interview, then send a thank-you letter to your host or highest ranking person with whom you met, extending your appreciation to everyone else through him or her.

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Address the letter to the person who initially invited you for the interview. If you saw more than one person, you can write to each of them, or refer to them in your letter to the primary interviewer. Mention the title of the position for which you interviewed.

If you are interested in the position, express your enthusiasm and reiterate your desire for the job and your qualifications for it. You may want to add information or materials (such as reference letters) that enhance your candidacy. You may also refer to the discussion which occurred in the interview. Basically, you want to express thanks for the time the employer spent with you. You may also mention the date you expect to hear from them.

If you are not interested, you can still express appreciation for being considered and for the courtesy extended to you. If you can imagine no circumstances under which you would accept the position, you should not continue with the process. Thus, if you've decided to withdraw yourself from the applicant pool, this would be a good time to put that in writing. Try to give a reason for your withdrawal that will leave you on good terms with the interviewer.

Note: In addition to writing thank you letters, it is also standard practice to send a letter when you accept a position and when you've decided that you no longer wish to be considered. None of the letters need to be long and elaborate - the vital thing is to write a well-written letter and to send it immediately after your interview.

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Thank-you letters should be warm and personal. They're a good chance to further make a great impression. Start out by expressing your sincere appreciation. Follow that by reemphasizing your strongest qualifications. Reaffirm how your qualifications truly match the requirements of the job. Any bit of new information that would complement what your interviewers learned about you in the interview. Close the thank-you letter by restating your appreciation.

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Your address here

April 8, 2012

Ms. Maryanne Anderson
Recruitment Manager
St. Mary’s Care Center
1347 Fish Hatchery Road
Madison, WI 53715

Dear Ms. Anderson,

I want to thank you very much for interviewing me yesterday for the registered nurse position. I enjoyed meeting you and learning more about St. Mary’s Care Center and the patients and families you serve.

My enthusiasm for the position and my interest in working for your center were strengthened as a result of the interview. I think my education along with my clinical and work experiences align well with the job requirements. I am sure that I could make a significant contribution to the community St. Mary’s Care Center serves over time.

I want to reiterate my strong interest in the position and in working with you and your staff. Please feel free to contact me at 608-237-2987 or badgernurse@yahoo.com if I can provide you with any additional information. Again, thank you for the interview and your consideration.

Sincerely,