



Interview follow-up: thank-you note

By The N.M. Department of Workforce Solutions

For the Journal

The follow-up work you do after an interview will solidify your strong first impression. You have worked hard to fill out the applications, perfect your resume, write tailored cover letters, and successfully interview; however, there is still work to be done in pursuing a position. Every interview and prospective employer is unique, but a simple thank you note can show that you are interested in the job without coming across as too aggressive.

Always follow-up an interview with a thank you note. You can send a quick thank you by email the day of the interview and then follow-up with a more detailed letter by postal mail within twenty-four hours. Do not postpone writing and sending your thank you notes past a couple of days. Employers may be interviewing several candidates, so you will need to send the note while your name and interview is still fresh in the interviewer's mind.

The thank you note shows follow-through and interest. It is another chance to address specific information gained in the interview and how you would be the best candidate for the job. If you forgot to mention something during the interview or would like to emphasize something you said, you can add it in your letter. Include this information without being too wordy and keep your letter at a reasonable length.

There are key elements that must be included in your thank you note. Always include your contact information, including your email address and a phone number where you can be reached. Note the specific title of the job you applied for and the date and time of the interview when thanking the interviewer for the opportunity to meet with them.

Be sure to tailor your writing style and letter presentation to the type of employer that interviewed you. Some businesses will require a more formal, typed letter.

However, if the company atmosphere was more relaxed and casual, a handwritten note may suffice.

If you are interviewed by a panel, send a thank you letter to each member of the panel. You can write one thank you letter and then personalize it for each person. To individualize your letters, reiterate an answer to a question the panel member asked, or if known, you can make a reference to their expertise or role within the company. Research the correct full names of the interview panel members. No one likes to receive a letter with their names spelled incorrectly.

Run spell check, review your grammar and punctuation, and have someone proof your letter before you send it out. The thank you note is a gesture that can help you stand out in a crowd of applicants but it can also discredit a great interview if your letter has misspellings and is sloppy.

Consider sending thank you notes to contacts in your network too. A friend or coworker may have referred you to a job opening, or mentioned your information and qualifications to the interviewer. When someone helps you, they have taken time from their usual daily work and you should recognize them for the effort.

It is a relief to walk out of a successful interview, but don't let that be the last time a prospective employer hears from you before making their hiring decision. The majority of job seekers do not take the time to send out thank notes, and doing so will give you an edge in the job market.

This is a regular column written by the N.M. Department of Workforce Solutions. For more information, go to www.dws.state.nm.us.

Published June 26, 2016.

The NMDWS column can be found in the Albuquerque Journal's Classifieds section featuring Real Estate, Automotive, and Careers every Sunday.