

Send a thank you letter:

Writing a thank-you letter after an interview doesn't just showcase a candidate's manners - it can also make or break their chances of landing a job.

Nearly 15 percent of hiring managers say they would not hire someone who failed to send a thank-you letter after the interview.

32 percent say they would still consider the candidate, but would think less of him or her, according to CareerBuilder.com's recent "How to Get in the Front Door" survey

Stick to three paragraphs:

In the first paragraph, thank the interviewer for the opportunity. Use the second to sell yourself by reminding the hiring manager of your qualifications. In the third paragraph, reiterate your interest in the position.

Fill in the blanks:

Thank-you notes are a great way to add in key information you forgot in the interview, clarify any points or try to ease any reservations the interviewer might have expressed.

Proofread carefully:

Double-check to be sure your note is free from typos and grammatical errors. Don't rely solely on your spell-checker.

Be specific:

Don't send out a generic correspondence. Instead, tailor your note to the specific job and the relationship you have established with the hiring manager.

Format:

- 25% prefer email thank you letter
- 19% want email letter followed by a hard copy
- 21% want a typed hard copy only
- 23% prefer handwritten notes

Timing:

- 26% expect letter in hand within 2 days
- 36% expect letter in hand within 3-5 days

2241 Serenity Court
Carbondale, IL 62901
December 5, 2002

Mr. John Waring
College Relations Manager
Toyota Motor Sales, U.S.A, Inc.
19001 S. Western Avenue, A134
P.O. Box 2722
Torrance, CA 90509-2722

Dear Mr. Waring:

Thank you for taking the time to interview me on Wednesday, November 6 at the Career Services office on the campus of Southern Illinois University Carbondale. I am very interested in the Sales, Marketing and Service Trainee position and hope that the interest is mutual.

I am enthusiastic about the prospect of joining your organization. As I mentioned during our interview, I have had experience as a marketing intern with General Motors. I am also ASE certified in all eight technical areas. In addition, I enjoyed learning more about Toyota's corporate culture and its training methods. The thought of participating in your on-the-job training program is exciting. It was interesting to hear about the rotational assignments and classroom training in time management, computer skills, and Retail Operations. This experience would broaden my management and technical acumen in the automotive field enabling me to make the transition to a position in your firm with relative ease.

Again, thank you for the opportunity to interview. I look forward to speaking with you again soon. If you have any questions, please feel at liberty to call me at (618) 351-6907 or forward an email to scottfal@siu.edu.

Sincerely,

Scott Falvo
Automotive Technology Student

12 West Nevada Drive
Carbondale, IL 62901
December 11, 2002

Ms. Michelle Ashford
Crystal Clear Communications
326 Easton Avenue
Belleville, MO 600--

Dear Ms. Ashford:

Thank you for meeting with me to discuss the open account executive position with your stations. After our discussion and the station tour, I feel that this job is one for which I am well prepared.

As we discussed, my internship with the sales team at WGXY gave me the opportunity to observe and assist account executives prepare for and make presentations to clients. I realized that the job isn't just about making a sale, but most importantly, how to help clients make good decisions in planning effective advertising for their business. I understand the position calls for someone who can become part of a team, learn quickly, multi-task, and establish good relationships with customers. These are characteristics and skills that I have employed while carrying 15-18 hours of classes for the last 3 semesters of college and working for WSIU as a student worker. I look forward to the challenge and the opportunity to be a contributing member of your sales team.

I hope to hear from you soon. Please let me know if you need any additional information.

Sincerely,

Robert Largo