

# THE PREPARY

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## THE ART OF THE POST-INTERVIEW THANK YOU NOTE

After the interview, your work isn't quite done. Writing thank you notes after a job interview is a must and is absolutely expected! Thank you notes (or emails rather) can be quite simple. Your goal is to:

1. *Thank the person for their time*
2. *Show that you were engaged and interested in the conversation*
3. *Express your excitement about the role you interviewed for*
4. *Stay on their radar after the interview ends*

*Also, it's just good manners!*

## THANK YOU NOTE FAQs

*Q: Email or snail mail?*

*A: Email to start, so the person receives it quickly. If you'd like to follow up with a handwritten note in addition, you can. Most of the time that will not be necessary*

*Q: I interviewed with multiple people - can I send them one note?*

*A: No - each interviewer should get their own personalized thank you note*

*Q: What is the best way to personalize a thank you note?*

*A: Share something that you enjoyed discussing during the interview - show that you were actively listening and engaged in the conversation*

*Q: When should I sent the note?*

*A: Send your thank you emails the same day or day following your interview*

*Q: What if I didn't get the interviewer's address?*

*A: Ask the person who scheduled the interviews or make an educated guess based on the other interviewers' email addresses and the person's first and last name - if it bounces back, you'll know it wasn't the correct one! Otherwise, you're all set.*

## A TEMPLATE

*Dear [interviewer],*

*Thank you so much for taking the time to speak with me about the [job title] role [today/yesterday]. I really enjoyed our conversation and [hearing about/learning about] [something that you discussed].*

*I am very excited about this opportunity and feel that my background in [share relevant aspects of your background] would make me a great fit for the job. [share something about why you're also excited about joining the company and/or team].*

*Thank you again and I hope to speak with you soon, [you]*

NOTE: AS USUAL, THE MORE YOU CUSTOMIZE YOUR NOTE, THE BETTER! DON'T BE AFRAID TO DRAW FROM YOUR CONVERSATION AND SHOW A LITTLE PERSONALITY AND PASSION

