Thank you letter

An individualized thank you letter written to each person with whom you interviewed, as well as anyone who was instrumental in coordinating your interview(s), is essential. In addition to thanking people for time spent discussing your qualifications and the position in greater detail, the thank you letter may also be used to introduce information you did not have the opportunity to discuss during the interview and to emphasize your continued interest in the position.

Thank you letters demonstrate your understanding of business etiquette and contribute to your standing out from other well-qualified candidates – most of whom will not take the time to write them. They serve to remind your interviewer(s) about the strength of your candidacy when it comes time to make decisions about who will move forward with the process or be given the job offer – especially if you were interviewed early in the process.