

# FLASHPOINT CHICAGO

## A CAMPUS OF COLUMBIA COLLEGE HOLLYWOOD

### USING YOUR THANK-YOU NOTE

This note is a “thank you” for what someone else did, not a hard-sell pitch for what you want. It serves as an expression of appreciation as well as a chance to get the last word on why you are the right candidate to hire. Above all, a thank-you note is the best way to keep your name top of mind with all decision makers.

#### FOCUS ON THE EMPLOYER:

Use the thank-you note template in this packet as a guide for creating your personalized thank-you note. Feel free to alter it as necessary to satisfy the following three goals:

**EXPRESS ENTHUSIASM:** Bring up information discussed during the interview – such as information about the company, the department, or the role – and express how the discussion reinforced your interest in the role.

**ALIGN TO COMPANY NEEDS:** Accentuate three of the top qualifications you and the hiring manager discussed during the interview, and connect those with the employer needs you discussed during the interview.

**ELIMINATE ANY DOUBT:** Confirm the bottom-line goal the company needs to achieve as a result of your employment. Seal the deal by promising to deliver on that goal. Proofread your customized thank-you note before you send it. Remember, this note is going to the person you want to be your future boss, so take five minutes to look for typos.

#### NEXT STEPS:

**Within 24 hours:** After the interview, send the hiring manager an email immediately to thank her for the opportunity to interview and reiterate why you think you’d be the right fit for the position. List two or three bullet points from your resume that you believe are strong contributions to the company and position. You can also add any unique points that may have been brought up in the interview (such as a shared hobby, interest or industry topic that came up). The hiring manager may not respond, but this effort keeps you top of mind.

**Within three business days:** Differentiate yourself from the other job seekers by sending a hand-written thank-you card as well as an emailed thank-you note. Bullet point the same key attributes that make you a match for the position, and mail this card out at least by the next day. Again, the effort you make keeps your name top of mind.

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## SAMPLE THANK-YOU NOTE

**YOUR NAME**

(312) 555-4444 | email@email.com | website/portfolio URL

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[DATE]

Interviewer name & Title  
Company name  
Street address  
City, State Zip

Dear [Mr. or Ms. Last Name],

The first paragraph is a friendly and quick reminder of the interview and any memorable circumstances that will jog the interviewer's memory. This includes the interview date and position, thanking the interviewer/s (and search committee or panel members, if appropriate) for his/her/their time, and anything else that transpired (e.g., tour of the facility, opportunity to talk to other department personnel).

Briefly review/select three to four key points mentioned during the interview as priorities for the position and connect them to your qualifications. This can be easily accomplished by selecting skills and strengths from your resume that match the employer's needs.

- Insert relevant skill/strength from your resume.
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Thank the interviewer/s again for the time and consideration. Include an enthusiastic reminder of why you are interested in working for the company. Close with a call to action by stating your interest in the next step.

Sincerely,

[Your Name]