



## Thank-You Email & Note Tips

Following up after a job interview can be as important as the interview itself. It demonstrates your appreciation for the time they have invested in considering your job candidacy. In today's digital world, most employers find a thank-you email to be as acceptable as the traditional handwritten note. No matter which method you choose, remember to keep the correspondence polite, concise and unique.

- ✓ After each interview, ask for a business card. Once you have left the organization, take a minute to make a few notes about the experience. This will help you customize your thank-you
- ✓ A thank-you email or note gives you the opportunity to reinforce a point from the interview or follow-up on a question you were not able to answer during the interview.
- ✓ Thank-you correspondence should be timely and sent within 24 hours of the interview.
- ✓ For email - write a professional message, properly formatted like a simplified letter, see below.
- ✓ Consider sending a handwritten note only if you are confident that it will be neat and legible.

### **Example:**

Dear Mr./Mrs \_\_\_\_\_,

Thank you for the opportunity to interview for the \_\_\_\_\_ position with \_\_\_\_\_. It was such a pleasure to meet other as passionate about creating a positive patient experience as I am. I enjoyed discussing how my skills and experience align with the role. Our visit has increased my interest in the role and has left me energized and excited at the prospect of becoming a member of your team. I am also assured of my ability to make an immediate contribution to your team.

Thanks again for your time. I look forward to hearing from you soon.

Kind Regards,

Your Name

Your Phone Number