THANK YOU CARD

Strive to send your follow-up thank you notes within 24 hours. A hand written thank you card is highly recommended, and an email is often appropriate as well. The note should include a thank you for the interview with a personal touch. Use this note to express your excitement for the position, reiterate your strengths and a personal connection you had with the recipient (e.g., both went to CSU).

The length can vary, anywhere between 3 sentences to 2 paragraphs. Please remember that spelling and grammar count! The style of the thank you card is at your discretion, but it should match the relationship you built and the level of formality you had in the meeting.

For additional information:  http://www.quintcareers.com/thank-you_letters.

Sample:

April 15, XXXX

Dear Person Who Interviewed Me,

It was a pleasure to meet you yesterday, and I wanted to thank you for your time. I loved hearing more about the Financial Advisor position at Edward Jones and all the great things you do for your clients. Also, it was great to learn more about your career and passion for mint chocolate chip ice cream. I agree, Kilwins really is the best.

Based on our conversation, I am even more certain my strong interpersonal and analytical abilities can add value to the Fort Collins team. I am really passionate and excited about the opportunities at Edward Jones, and I look forward to hearing from you.

Sincerely,

COB Student