

## **Thank You Letters: Why are they important?**

According to monster.com "After a promising job interview, follow-up is essential. That's why it pays to send a great thank-you note to your interviewer."

### **Why Thank You letters can help make or break a hiring decision:**

1. By sending a thank-you letter, you show your interviewer common courtesy and respect.
2. So few job applicants send thank-you letters that you automatically stand out if you do.
3. A thank-you letter:
  - ❖ gives you an opportunity to reiterate your strengths for the position.
  - ❖ lets you make points you forgot to make in your interview.
  - ❖ demonstrates your written communication skills.

### **Other Important Points:**

1. Be sure to obtain a business card from the interviewer so you have the necessary contact information to send the Thank You note.
2. One might ask if sending a Thank You email is appropriate, and the answer is yes. However, it couldn't hurt to follow up with a hard copy letter.