

Should I send a Thank You message after my Interview?

To save you the suspense, the simple answer is “Yes”.

While you may consider sending a Thank You message to be an obvious next step after an interview, the truth is it is actually not that common. What is even less common is doing it correctly.

While you could argue that there is no such thing as a “wrong way” to say Thank You, there is definitely such a thing as a “better” way to say thank you. Your display of appreciation should come across as sincere and it should also leave your potential employer with a positive impression of you.

First things first; the only reason for sending a Thank You message after the interview is to do 1 of 2 things:

- 1) Clearly express to the Interviewer that you want this job.
- 2) Advise the Interviewer that you are pulling your name out of consideration

Assuming that Option #1 is your cup of tea, then please allow us to help you along in this oft-neglected stage of the process to ensure that you have done everything in your power to get the job you want.

Below you will find a few pointers for this process and also a sample letter that you can personalize based on your needs.

- In this day and age, it is completely acceptable to send a Thank You message via E-mail. In fact, we recommend you do so as it will not get “lost-in-the-mail” or take 2 weeks to arrive due to a labour strike. If you do have the time (and you really want to impress the Interviewer) then consider sending a hand-written card (in addition to an E-mail). Everyone likes to receive personal mail and a hand-written card is the most sincere way to show that you are very interested in the role.
- Send the Thank You note 24-48 hours after your interview. If you wait too long, it comes across that this was not important enough for you to make it on to your “To Do” list and that it is more of an after-thought. If you send it too soon, then it comes across as being “just a part of your process” and not actually a sincere effort.



- Clearly state that you want this job. You want the Interviewer to know that you went home, thought long and hard about the role and that you are now even more interested and eager to join their team. Tell them this in no uncertain terms!
- When writing the message, be sure to keep it short and to use short paragraphs to make your message easier to read and comprehend. This is especially important considering how many messages are accessed on a mobile device where screen size impacts the way the message is consumed. If it is too long and the Interviewer has to scroll down too many times, they will likely never make it to the end of your message.
- Be sure to collect the Business cards of all the people you interviewed with. This way you don't expend energy during the interview trying to memorize names and titles. You will want this information when it comes time to sending out your personalized Thank You message. It will save you time trying to locate their e-mail addresses on the company website and digging through Linked-In to see what their job title was.
- After your interview, immediately write down some notes and questions about the interview. You do not want to forget important pieces of information, or a thought you may have had during the process. You should either write your comments in a notebook or send an e-mail to yourself from your phone. You can do this on the journey home. Write down the specific questions and concerns each interviewer had, any items you promised to follow up on, or any information you can share that will reinforce your suitability for this role. You will use these person-specific details in your personalized Thank You message.
- If you "connected" with the Interviewer about something (sports, schools, hobbies, passions etc.) be sure to insert a reference to that connection in your thank you note to help the interviewer remember you. It may be a link to a new hotel they didn't know about or the name of a book you spoke about. The important thing is to help the Interviewer remember who you were and to strengthen the connection between you. Given the amount of people the Interviewer likely spoke to, you want to give yourself any advantage possible for the decision go in your favour.
- If the "employer" was interested about an achievement of yours, or asked for additional information on a subject, be sure to include a **brief** statement related to that topic into your message. This information may be crucial in solidifying your suitability and so you want to be sure they have all the relevant information necessary to make an informed decision.
- Do not be Informal. While your discussion may have been very relaxed and friendly, take this opportunity to show your professionalism. It should go without saying, but just to be clear, do NOT use emoticons ☺, do NOT use slang or text-abbreviated words (IMHO) and do not start of the message with "Hey Tina, just wanted to say thanks for today".

Remember, you want the message to be short, easy to read, professional and most importantly you want to be clear that you want the role. Read the sample letter below for our suggested template.

Replace the *Italicized* text with whatever information applies to your situation and interview.

Thank You Message Template

Subject: Thank you for the *[Job Title]* position interview on *[date]*

Dear *[Mr./Ms. Last Name]*:

Thank you very much for your time today *[or yesterday or the date]* to interview me for the position of *[job title]*. I understand how busy you are and I want to say that I really appreciate the opportunity to speak with you and *[names of other interviewers]*, and to learn more about the company and the role.

[Reference the "connection" you may have made, like: "I enjoyed finding someone else who worked with Mr. XYZ, he really was a one of a kind General Manager.!]

I spent a lot of time after the interview thinking about the information you provided me and the needs of your property and I would like to reinforce my interest in this role.

As we discussed, I have *[months or years]* of experience with *[technology, tools, or qualification you have that seemed most important in the interview]*. With my background and experience, I believe that I would fit in well with your team and have a positive impact on the department and the Hotel as a whole.

Reference anything you said that seemed important to the interviewer, like: As we discussed, I have a lot of valuable experiences in controlling costs while still improving service scores. I have attached some additional information on my performance metrics for your reference.]

I am excited about this opportunity to join *[organization name]*. Please do not hesitate to email or call me if you have any questions or need any additional information.

I look forward to hearing from you *[whenever they said they would be in touch or in 10 days if they didn't give you a date]*.

Best regards,

[Your name]

[Your job title"]

[LinkedIn Profile URL]

*[Phone number -- **not** your work number if you are employed]*

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