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FOLLOW-UP NOTES

A GUIDE ON HOW TO WRITE THANK
YOU NOTES FOLLOWING INTERVIEWS
AND NETWORKING MEETINGS

INTERVIEW THANK YOU

Writing a thank-you note after an interview is essential. It seems simple, but most candidates don't take the extra step to write a note. Taking five minutes to write a short message will set you apart from other candidates and gives you another chance to reaffirm why you would be a great fit for a position.

Subject: Thank You

Dear Katie,

Thank you for taking the time to talk with me today about the Marketing Assistant position. I was excited to learn more about Virginia Business School and more specifically your role in their latest strategic fundraising campaign.

I really enjoyed that part of our conversation because of my experience with campaign presentations. I was interested to learn how your team has utilized surveying students to gather intel for your campaign. Each school has different fundraising needs, and I loved learning about the innovative ideas your team has developed so far.

I'm looking forward to hearing back from you soon and getting to know the Marketing department even better. Please let me know if you need any more information, and I will be happy to provide it for you!

Thank you for your time and consideration.

Sincerely,
John Smith

NETWORKING MEETING THANK YOU

A thank-you after a networking meeting is just as important as a thank-you note after an interview. After all, the point of building a network is having a network of people you can lean on in professional situations. Ideally, a networking meeting isn't a one-off situation and you can continue to cultivate this relationship in the future.

Subject: Thank You

Hi Mark,

I just wanted to say thank you for taking the time and meeting with me to discuss your work in Simon and Schuster's publishing department. Your job sounds both challenging and rewarding!

I especially enjoyed hearing about your latest book launch. As someone who's experienced with event planning, I know first-hand how difficult putting the launch together must have been.

Thank you for also offering to connect me with your colleague, Rhonda. I'm looking forward to meeting with her this week and learning about her experience at Simon and Schuster.

I greatly appreciate all of the information you shared with me about the department. I'm looking forward to seeing your upcoming projects and wish you all the best on your next launch (and I'll be sure to tell Rhonda you said hello!).

Best,
Wendy Thomas

ADDITIONAL TIPS

- 1 A thank you note of any type should be delivered within 24 hours of the interview or conversation.
- 2 If time allows, hand-write your thank you letters. If time is short, a customized email is the next best option. Never generically email a group.
- 3 When writing your thank-you note, consider the audience. Try to match the formality of the company culture with your message. An applicant for a management position might write a different thank-you than a Silicon Valley techie.

We are in this together.

Your JSSW team



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