**Writing a Thank-You Note**

One of the things that can set you apart from other job applicants is to write a handwritten thank-you note after an interview.

**Timeline:**

* Thank-you notes should be mailed out within 24 hours of your interview. For group interviews, consider writing a note to each person on the interview panel.

**Thank-you note instructions:**

Write legibly!!!

* **Greeting:** Greet the recipient by their name
* **1st sentence:** thank them for the act of service
* Thank you for the opportunity to interview with you.
* **2nd sentence:** refer to the event/act of service by saying something about your experience or something you discussed.
* I really enjoyed speaking with you about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* I enjoyed speaking with you about my skills and getting to know you better.
* **3rd sentence:** talk about how and what this means to you personally
* I am grateful you took time out of your day to speak with me about how my skills align with this position.
* **4th sentence: Thank you again**. Wrap up sentence with a thank you (and contact info to your thank-you note).
* I am so appreciative and thank you again for your time.
* Thank you again for your assistance.
* **Closing: provide a salutation and name** (legibly printed)
* Sincerely, Mack Bulldog
* Best Wishes, Mack Bulldog

**Addressing Your Note:**

The front of your envelope should resemble the following example:

Your Name
Street Address Stamp
City, State Zip

 Mr. or Ms. Interviewer, Title

 Name of Company

 Company Street Address

 City, State, Zip