



MVCC

Career
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Center



THANK YOU LETTER

Is a Thank You Letter Necessary?

Sending a thank you letter after the interview is still a highly recommended practice to show your professionalism and follow proper etiquette. It would be terrible to lose a potential job opportunity only because you failed to follow up with a thank you letter. According to a study by Ladders, an online job search company, more than 75% of interviewers say receiving a thank you note impacts their hiring decision.

Consider the following tips to help set yourself apart after each interview:

- Do not wait; send the letter within 24 hours after the interview.
- Email submission is fine, but it should be composed in a formal business letter format and attached as a word processing document.
- Be certain to send a letter to each person who interviewed you if you had a group interview (getting names of each interviewer is important).
- Use your thank you letter as another way to make a positive impression and stand out from the competition.
- If there is something you forgot to mention, wish you had mentioned, or need to clarify at the interview, this is another opportunity to say it.
- Always be sure to proofread your letter, and then ask someone else to proof it for you. This is an extra measure to ensure it is free of spelling and grammatical errors.
- Reiterate why you are a strong candidate for the position.
- Pay attention to details such as line spacing, spelling, punctuation, and grammar. If you have errors, it may ruin your chances by negating an excellent interview and an otherwise great impression that you worked so hard to make.