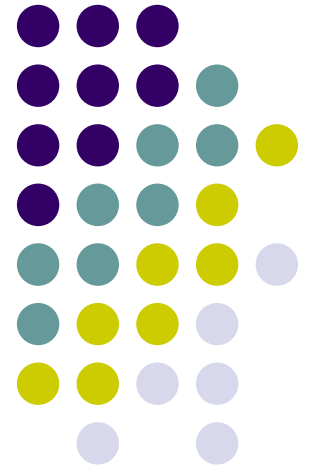


Thank You Letters

Middlesex County College
Department of Counseling and Career Services
Edison Hall, 100



Opening Paragraph



- Express your appreciation for the interview



Second Paragraph

- Reinforce your understanding of the position's requirements
- Emphasize your qualifications
- Include any important information about yourself that you may have omitted during the interview

Third Paragraph (only if necessary)



- Correct any misunderstanding the interviewer might have following your meeting
- Counter any objection the interviewer raised about an aspect of your background

Closing Paragraph



- Express your interest in the position and the company

Thank You Letter Checklist



- Write your letter within 48 hours of your interview
- Know your audience when considering an e-mailed thank you letter
- Use a high-quality bond paper
- Proofread, proofread, proofread!!
- Follow-up with a telephone call, unless phone calls are not welcome

You Should Email Your Thank You Letter When:

- A hiring decision is being made quickly
- You're contacting a high-tech company
- You need to demonstrate technology skills
- You're communicating with recruiters

You Should Mail Your Thank You Letter If:

- You're a senior executive
- You're contacting a low-tech company
- The company isn't making a hiring decision within the next few days

