TIP: A thank you note should be very brief and to the point, usually no longer than 3 paragraphs.

#### Components of a Thank You Note

#### WHEN SHOULD YOU USE A THANK YOU NOTE?

Write a thank you note to every employer who interviewed you. Not only is writing a thank you note considered a professional courtesy, but it also serves to increase your chances of getting hired! When employers are having difficulty choosing between equally qualified candidates, the candidate who sends a thank you note often gets the job.

Contact Person Title

Date

Company/Organization Address

City, Province Postal Code

Dear Contact Person, <

Always address the thank you note to the person who interviewed you. Make sure to spell their name correctly. Use "Mr." "Ms." or "Mrs." followed by their last name. The only exception to this is if you know the interviewer informally.

### 1<sup>st</sup> Paragraph: Thank the interviewer for the opportunity

- Thank the interviewer for taking time to see you. Employers are very busy and their time
  is important to them it shows consideration on your part to thank them for spending
  some time speaking with you.
- State that you enjoyed the conversation you had with the employer.
- Show your enthusiasm for the employer and for the potential of working for their organization.

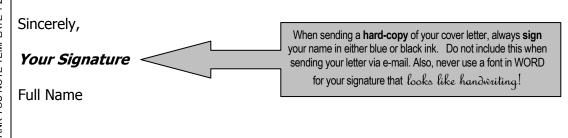
## 2<sup>nd</sup> Paragraph: Give a brief summary of why you are the right person for the job

Because employers see many candidates, this 2<sup>nd</sup> section serves to remind the employer about you and sets you apart from others.

- Summarize the skills and qualities you possess that make you an ideal candidate for the specific job or organization you interviewed for.
- Wherever possible, link these skills to tasks that will be required of you on the job you interviewed for.
- Mention anything else that makes you stand out as a candidate, including relevant past experience.

# 3<sup>rd</sup> Paragraph: Closing Statement

- Thank the employer again and let them know you welcome the opportunity to join their organization and their team.
- State that you can be reached at (514) 555-5555 (your phone number).



THANK YOU NOTE TEMPLATE 1-2