

Components of a Thank You Note

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

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.

Date

Contact Person
Title
Company/Organization
Address
City, Province
Postal Code

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.

Dear Contact Person,

1st 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.

2nd Paragraph: Give a brief summary of why you are the right person for the job

Because employers see many candidates, this 2nd 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.

3rd 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).

Sincerely,

Your Signature

When sending a **hard-copy** of your cover letter, always **sign** your name in either blue or black ink. Do not include this when sending your letter via e-mail. Also, never use a font in WORD for your signature that *looks like handwriting!*

Full Name