

The Old Fashioned Thank-you: Your Post Interview Spotlight

People like to be thanked for gifts or attention. It's human nature. The same principle applies in the job hunting process.

After an interview, there is nothing better than a formal, personally written thank-you note from you to solidify you in your interviewer's memory. It also shows your attention to detail and follow-up. Saying thank-you is done all too seldom, so your note of gratitude will make you stand out. It's like shining a spotlight on yourself.

Prepare ahead by purchasing a set of simple thank-you cards and postage stamps, and do this before you even send out resumes. Consider them a necessary staple in your job hunting toolbox.

Why not just send an e-mail? E-mails these days are ordinary and easy to lose in the mass of other e-mails everyone receives. A note on card stock in a small envelope, written in your own handwriting (printing is also fine) will emerge as unique in the school mail.

Here is what your note should include:

- The date
- A formal greeting, such as "Dear Mr. Jones," unless you are writing to an old friend, in which case you can use the first name
- Your personal statement of appreciation for their time, information and interest in you
- A brief mention of something about the job or school discussed during the interview
- A reiteration of what you offer that will be of most value to the employer
- A restatement of your interest in the job and joining the school team
- A professional closing, such as "Sincerely" or "Best regards"
- Your full signature

The note should be short and friendly but professional, and enthusiastic but not gushy. Because it will be hand written, draft your note on the computer or a separate piece of paper. That way you can edit and improve it before transcribing it onto your purchased note card.

Mail your note the same day as the interview or at least the next morning. In today's competitive job market, being first and being timely are highly important.

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