



## Writing a Thank You Note

You did the interview and you are confident that you will be offered the position. So what do you do next? Wait for the call from the hiring manager and share the good news with all your loved ones? Consider sending a post-interview thank you note to the interviewer and you are on the right path to seal the deal.

Why a thank you note?

The thank you note is a way to thank the interviewer for the opportunity given to you. It will also serve as a way to assert yourself as the best candidate for the position and to fix any mistake(s) which you made during the interview. The thank you note will help you to add some bonus points and demonstrate your enthusiasm in joining the organization.

Some points to note when you send a thank you note:

**1** Do not write ahead of time. Having a thank you note crafted out after the interview will make your message more relevant to your interview experience with the interviewer. Remember to address the interviewer by name. Personalizing the thank you note gives an impression that you are a sincere person rather than having one which sounds like a template that you got from the internet.

**3** Do not rush it. Take your time, but preferably within a day after the interview to send the thank you note. Sending one immediately will make it look as if the note was pre-prepared and you will have lesser time to reflect on the points that you had shared during the interview. Craft your thank you note calmly and remember to mention the points that create a good impression of you to the interviewer.

**2** Recall what was shared during the interview. Include some of the points that were being discussed to help the interviewer remember you as the perfect fit for the position.

**4** Check your thank you note, and if possible, ask someone to proofread them. Most importantly, make sure that you do not misspell the interviewer's name. Making dumb mistakes may back-fire your chances and might even cost you the opportunity to land the job.