

Thank You Letter

Thank-you letters are meant to be brief personalized notes to emphasize an idea that was discussed during an interview. It will definitely give you the upper hand to another qualified candidate simply because it shows courtesy.

Consider the below tips:

During the interview, take notes. You'll be able to refer to your notes and include details in the thank you letter.

Gather contact information from each interviewer. This way you'll ensure correct spelling and titles, business card is the best route.

Send all interviewers a thank you note. Try to customize each letter with a sentence or two referencing to specific dialog.

Send a thank you note within 24-48 hours. In today's fast paced world, it is appropriate to send the note via email. However, a letter through the post office is also a nice touch.

Sample Thank-You Letter

Roary Panther
11200 SW 8 Street
Miami, FL 33199

Dear Ms. Roary,

I would like to take this opportunity to thank you for taking the time to meet with me yesterday. It was a pleasure to get to know your team and learn more about the position and how the Business Analyst can best support FIU's goals.

As discussed during the interview, a successful Business Analyst must possess a solid understanding of the industry as well as strong interpersonal skills to be able to provide clear and concise data to the department. My time as an intern with MDC proves I have the qualifications to succeed in this role. I hope to be able to put my experience, education, and enthusiasm to make valuable contributions to your team.

Kindly advise if I can provide further information. In the meantime, I look forward to hearing from you.

Sincerely,

Jan Doe