



WHY YOU SHOULD WRITE AN INTERVIEW THANK YOU LETTER

Job searching not only include resumes and interviews, but also involves other activities to ensure that you get the job you want. An interview should never be considered as the end process of job searching. It is also important to write an interview thank you letter.

You must be wondering why you should write an after-interview thank you letter. Here is a list of reasons why it is vital:

Writing a thank you letter after an interview can leave a positive impression with an employer and will distinguish you from other candidates.

The employer will remember you. It would be best to send the letter within 48 hours following the interview.

Don't forget to address the thank you letter to a specific individual and not just a general title. Be sure also that you spelled the name correctly and be sure that you use the right title. There is no graver sin than to reduce in rank a person of high position.

Make sure also that your thank you letter is business like in appearance and should never be printed on the same paper stock as your resume. Always have someone proofread your letter before sending it to ensure that it's flawless.

Write each thank you letter separately even if the form is similar for each letter. Likewise, try to highlight what was discussed in your interview and restate your qualifications as well as other continuing interests.

And if you have received and accepted a job offer, be sure that you send your new employer a thank you letter. This is to show your gratitude and it is also an excellent way of starting a positive relationship with your new employer.

When writing thank you letters in response to telephone conversations and informal interviews you should remember to write clearly and briefly. And again reiterate some of the important or major points of the conversation and then express your gratitude for the assistance extended to you.

In case you would like to withdraw from consideration for a position or to turn down an offer, it is best to send a polite and positive thank you letter. This leaves a good impression on your part and could open doors for future consideration if you change your mind.

In situations where you are rejected, still send a thank you thanking them for the interview which they granted you. Likewise, express your continuing interest in working for their company.

If you resign from your employment it would be nice to send a thank you letter to your previous employer. This type gesture may generate positive references. Sending a thank you letter reflects that you are were a grateful employee.

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