

Revisiting the Vanishing Thank You Note

By Sharon Thomas DeLay

Thank you notes are the perfect opportunity to get your name in front of hiring manager(s) and one more opportunity to sell yourself. Consider the following in writing your next thank you note:

- Reinforce the date and approximate time you interviewed, as well as the position. If you interviewed under unusual circumstances (at a coffee shop or on a holiday), work that into the note to set up context. Hiring managers interview a lot of people in a short amount of time. Make sure you stand out.
- Focus the note on a specific contribution you bring to the position and relate this to a conversation that you had with the hiring manager during your interview.
- Include an article or a quote from a recent journal or paper that relates to the position, company or specific point of interest you discussed with the interviewer. Again, the context and extra touch will help the interviewer remember you among the many candidates.
- Make sure you send thank you notes to everyone with whom you spoke. You can collect business cards as you meet people and jot notes on the cards to help you target your notes.
- The thank you note can be typed on paper to match your résumé or it can be handwritten. If your handwriting is not legible, then type the note and include a brief, handwritten P.S. at the end to personalize it.
- Avoid e-mailing your note. Sure, this is efficient and it is 2007, but it's also more impersonal. People are inundated with e-mail and the mailed thank you note is unusual and stands out.

Most importantly, just make sure you send a thank you note and make sure it is proofed and well-written. It's part of your overall "marketing package" you created for your job search process that will help you stand apart from the other candidates.

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