Why Send Thank You Notes after Interviews?

Sending thank you notes after interviews is an effective interviewing strategy. It

Reinforces your interest in the job
Shows that you are courteous and professional
Demonstrates your communication skills
Helps to make you stand out in the minds of interviewers
Elevates you above competing candidates who didn't bother to write thank you notes
Gives you an opportunity to reiterate your good points
Allows you a second chance to say something important you forgot during your interview
Confirms your understanding of topics discussed and helps to avoid later misunderstandings

It's a good idea to send a thank you note to each of your interviewers within 24 hours after a round of interviews. By fax, mail or email are all acceptable. Fax or email is the quickest way to get your thank you notes in front of interviewers. The early bird just might catch the worm.

Although sending thank you notes might not cinch a job for you, neglecting to send them might ensure that you *don't* cinch a job. Most interviewers expect you to send thank you notes, because it's been a professional standard for years. Some might consider it unprofessional of you to ignore the standard. They might also doubt that you are genuinely interested in the job, especially if your competitors *did* remember to send thank you notes.

Thank You Note Writing Tips

Tailor your thank you notes for each of your interviewers. Interviewers might compare them, so rubber-stamping might not be a good idea. On the other hand, if you attended a group or panel interview, sending a tailored thank you note to each of your interviewers may not be practical. In that case, thank them as a group. More thank you note writing tips are listed below.

Write in a personal, but professional, style.
Write in a positive and confident tone.
Keep your thank you notes brief and to the point.
Refer to specific topics you discussed, to remind interviewers who you are among all the candidates.
Reinforce your good points.
Reaffirm why the company should hire you.
Say that you want the job. Interviewers like to hear that.
If you forgot to say something important during an interview, now's your chance
Avoid sending thank you notes with misspelled words and grammatical blunders.