Follow the Interview with a Thank-You Note  
By Therese Droste, Monster Contributing Writer

The thank-you letter after an interview is a necessary tool for any job-hunting strategy. But should you send your post-interview letter by email or snail mail, handwritten or typed? In today's fast-paced world, the question baffles even the most sophisticated job hunters. These guidelines can help you through the maze.

Email Thank-You Notes
How did the company initially contact you? If you have always corresponded with people there via email for setting up the interview, answering certain questions and so on, then by all means send an email thank-you note as soon as you return from an interview. However, make sure to follow it up with a typed note to show that you are not Mr. or Ms. Casual. Email thank-you notes have one clear advantage over their snail mail counterpart: They can put your name in front of the interviewer on the same day -- sometimes within hours -- of your interview.

Snail Mail
If the company you interviewed with is formal and traditional, use snail mail to send your thank-you note.

Should it be handwritten or typed? Typed is the standard reply. Not only will you show that you are business-like, you'll also prove that you know how to put together the salutation, format a letter and sign off. And for some positions, such as administrative assistant, hiring managers would want to know that you can do this, since writing letters for your boss could be a big part of your job.

Handwritten notes are appropriate if you'd like to extend your thanks to others in the office who you felt helped you out. For example, if a receptionist, assistant, office manager or another person involved with the interviewing process was especially helpful -- say they took you to lunch or guided you from office to office during the interviewing process -- then a handwritten note is a nice gesture to show your appreciation.

What to Say in Your Thank-You Note
What you say and how you say it are even more important than the manner in which you send it. A standard thank-you note should accomplish several things:

- Thank the person for the opportunity to interview with the company.
- Recap some of the conversational highlights.
- Clarify any information you needed to check on for the interviewer.
- And most importantly, plug your skills. Use the last paragraph as a chance to state, "The job is a good fit for me because of XYZ and my past experience in XYZ."

Interviewers have short memories. A thank-you letter is your final chance to make yourself stand apart from all of the others who want the same position.
Sample Interview Thank-You Letter
By Kim Isaacs, Monster Resume Expert

Do you know that most applicants don’t send a post-interview thank-you letter? Even if you think an offer is in the bag, you can always improve your chances of getting the job if you send a thank-you letter. Your letter should reiterate your core strengths and emphasize the value you offer. You can even squelch any concerns the employer raised about your qualifications and add important information you didn’t get to discuss in the interview.

Check out this sample thank-you letter:

**John Smith**
14 Elm St. | Sometown, CA 55555 | 555-555-5555 | john@somedomain.com

April 18, 2011

Ms. Amy Lin
Manager
ABC Company
1 Corporate Way
Sometown, CA 55555

Dear Ms. Lin:

Thank you for meeting with me this morning to discuss the executive assistant position. I enjoyed our conversation, and I am very excited about the possibility of joining your team.

I know what it takes to run a busy and successful insurance office. In my last position as an administrative assistant for XYZ Company, I helped manage all aspects of the operation, handling tasks such as bookkeeping, customer service, claims processing, report preparation and ongoing communications with the district manager.

You mentioned that you need an assistant who has strong “people” skills, and this is an area in which I excel. At XYZ Company, I helped the manager build a loyal client base by consistently providing excellent service. My last supervisor said, “John is one of the hardest-working employees I have known. His friendly and professional customer-service skills helped the firm achieve a 20 percent revenue increase last year, and I couldn't have done it without him.”

I don't see the executive assistant role as a punch-the-clock, 9-to-5 job; I will be your “right hand” -- helping you manage the day-to-day operations, volunteering for special projects, and ensuring the company is positioned for growth and increased profitability.

Again, thank you for considering me for this exciting opportunity. As you requested, I’m enclosing a list of professional references. Please feel free to call me if you need additional information, have any questions or would like to offer me the job! Thank you for your time, and I look forward to hearing from you.

Sincerely,

John Smith

Enclosure: List of References