



# THANK YOU NOTE TIPS

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- Send thank you notes in the following instances: to an employer after the interview, to a professor or supervisor who has served as a reference, to a contact who has provided an informational interview, etc.
- It's best practice to send a thank you note as soon as possible (within 24 hours after an interview)
- Obtain business cards during the interview so you can send thank you notes, ideally to each interviewer
- An email thank you note is appropriate; however, to set yourself apart consider sending a handwritten note
- Keep the note concise, and ensure you review for grammatical errors/typos

## SAMANTHA SALES

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Replicate heading from other application materials

June 10, 2019

David McCarthy  
 Director of Business Development  
 Prolific Applications  
 453 W. D Street  
 Encinitas, CA 92024

Dear Mr. McCarthy:

Use the first paragraph to refresh the employer's memory about your interaction

Thank you for taking the time to interview me yesterday for the position of Account Executive at Prolific Applications. I enjoyed our discussion and truly resonate with the company's emphasis on people-focused operations. I would be thrilled to continue exercising my relationship-building capacity in the position of Account Executive at Prolific Applications.

Having worked in a commission-based retail role throughout my time as an undergraduate Communication student, I am familiar with the challenge of winning sales and clients. I have enjoyed applying my Communication coursework to real world experiences, and I thrive on competition. Learning more about the sales process at Prolific Applications was very interesting, and I appreciated your outline of the three call phases of onboarding a new client.

Thank you again for your time and consideration of my application for the Account Executive role. I look forward to hearing from you in the near future based on the timeframe that you highlighted during our discussion. If there is any additional information you need from me in support of my application for the position, please let me know.

The second paragraph may be used as an opportunity to further highlight your winning qualities and characteristics for the position. It's also a good time to relate a particular detail of your conversation back to the employer

Sincerely,

The last paragraph should be used to remind the employer about your interest and how you can be reached for an interview

Samantha Sales