THANK YOU Matters

BASIC TIPS:

- ALWAYS follow up with recruiters after an interview or career fair. Employers look forward to students following up with that personal touch whether it’s in an email or handwritten note.

- After an interview, it’s also nice to send a thank you email or handwritten note to the recruiter or HR representative that helped set up the interview. It’s important to not only send a thank you to the interviewer, but also to anyone who played a key role in lining up your interview.

- What should you write in a handwritten thank you note or email?
  - Thank the person for their time. Let them know what you learned during the interview that you didn’t know before you interviewed.
  - List some of the experiences that you have had in the past that would benefit the company and let you contribute to the position, etc.
  - Ask any additional questions that you may have.

- You want to be able to tell the recruiter or team that you interviewed with how and why you are a solid fit for the position that they are trying to fill.

- While it’s good to follow up with a recruiter, remember to respect their time. Don’t bombard them with call after call or email after email. Give them a week or so to respond. If they don’t get back to you within a week or two, then send a friendly follow up.

- By following up and sending a thank you note, you are leaving a lasting impression. Even if it’s an interview at an organization that you are not interested in, they could be someone that you are interested in in the future. People will remember that you took the time to send them a personal thank you note or email. So remember to always follow up!