Thank you "letters" are an important way to follow up with anyone who helps you during your employment search. It is critical you send a prompt thank you "letter" to anyone with whom you interview.

Where to start: Keep your letters/notes short, interesting, and personal. Make sure you target to each person! Highlight specific points and reiterate your desire to work with them. Consider sending a letter or note to everyone you interacted with, including administrative assistants, recruiters, human resource personnel, and other people you met during the process.

A few points to help you:
- What did you like most about your interview? (i.e. meeting the team, seeing the environment)
- What was discussed during the interview?
- Why you are interested in working with them?
- What impressed you about the organization, interviewer, or office?
- Did they do something extra to help you? (i.e. travel plans, lunch, advice)

Letter, card, email or LinkedIn Message?
The method for sending a thank you letter depends on the person you are sending it to. Are they busy? Did they have anything sentimental in their office? Does the person check their mail box often? How many emails do they get a day? Do you have their office address or email? When are they making the decision? You can find these answers by observing them and applying what you learned in the interview.

Consider the following:
- Some interviewers prefer receiving a hand written card. They like the fact that the person put in the extra effort. A hand written card can be mailed or you might choose to hand deliver the card.
- How is your handwriting? If your handwriting is indecipherable consider typing it out.
- If the decision will be made shortly or if you do not have the physical office address, an email thank you can be used.
- LinkedIn may be appropriate if you have had previous contact through LinkedIn or if you are unsure of their contact information.

Example

Dear Mr. Johnson,
It was a pleasure to meet with you today. I have to say, it was amazing to finally see Accenture after all I had read and heard about it. Our discussion about what makes companies successful really intrigued me. I have spent additional time thinking about it, and I truly feel strong management, a thriving corporate culture, and great ideas are what set the best companies apart. As for me, I could not be more excited about meeting with the team yesterday. I am looking forward to hearing back from you. Thank you again for your time and consideration.

Regards,
Rufus T. Justice