

THE POST- INTERVIEW THANK YOU NOTE

POWER INTERVIEWING

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Preparing People for a Competitive Workforce.



After completing your first interview, sending a thank you note is necessary. The thank-you email reflects two important things:

1. It signals that the person wants the job — or rather, no thank-you email signals that the person probably doesn't want it.
2. How someone presents in interviews might not translate to effectiveness in the role. While sending a thank-you note doesn't necessarily guarantee the person will be a good hire, it gives you more data: The candidate is eager, organized, and well-mannered enough to send the note. It shows resourcefulness, too, because the candidate often has to find an email address the interviewer never gave them.

Get the hiring manager's email before the interview ends. Some people prefer to mail a personal note, which takes too much time. Instead, email the hiring manager the morning after your first conversation. If you did not have a chance to get the hiring manager's email, do everything you can to find it. Call their office, send them a LinkedIn invite, and send your note via LinkedIn. If you fail to find a way to send a note, you will appear disinterested and unprofessional. Failure to send a thank you note will likely cost you the job.

In this email, you'll want to accomplish **five goals**. **First**, compliment the hiring manager on their firm and what they have accomplished. **Second**, reinforce your agreement with the hiring manager's business plan and tactics (validate). **Third**, highlight what you discussed in the interview and show what you learned. **Fourth**, state how you can solve their problem. Remember, people buy products because they solve a problem. Hiring managers hire job seekers for the same reason. **Finally**, close the email by asking for an additional meeting.

You just walked out of a job interview. You answered all the interview questions well and hit it off with the hiring manager. You nailed it! But you're not done yet. Most hiring managers pay close attention to how well (and rapidly) you write a thank you email after the interview. Our advice? Start your follow-up as soon as possible by writing a killer interview thank-you note.

THANK YOU EMAIL TEMPLATE

Hi Mr. Smith,

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position, and I'm very excited about the opportunity to join [Company Name] and help [bring in new clients/develop world-class content/anything else awesome you would be doing] with your team.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if I can provide additional information.

Best regards,

Parker Johnson



Set the Tone.

Your thank-you note sets the tone for your first interview follow-up. So whatever you do: Do not skip it. Instead, you can use the template above to remind the hiring manager what a great applicant you are and to show how much you care.

Don't be hesitant, ask for the interview.

Don't be hesitant when asking for an additional interview. The interview process is a game of give and take. The firm has to express interest in you, but you must do the same. Don't be ambivalent. Make your intentions clear. If you are interested in going to the next stage of the interview, let the hiring manager know.

Example #1

This one's short and straightforward, perfect if you're looking for a quick follow-up after the first or second round interview and want to use the template more or less to a T.

Hi Jim,

Thank you so much for chatting with me today. It was such a pleasure to learn more about the marketing manager role, and I'm very excited about the opportunity to join News Crew and help your team bring a new readership to your fantastic content.

I look forward to hearing from you about the next steps, but please don't hesitate to contact me if I can provide any additional information.

All the best,

Parker Johnson

Example #2

Get more specific with your thank you note to stand out from the crowd. Show you were paying attention in the interview and reiterate what a great fit you'd be for the job with an email that looks more like this:

Hi Mr. Smtih,

Thank you for inviting me to your office today. It was great to hear about 4Apps' goals for streamlining your software and emphasizing quality UX design and how you see the engineering department's role in these initiatives. 4Apps seems like a wonderful place to work, not just because you mentioned some great summer outings! I admire the mission that drives your business and look forward to working with your team to implement some of the ideas I mentioned around redesigning the homepage.

Please let me know if there's anything else you need from me to move the process forward.

Have a great rest of your week,

Parker Johnson

Take your Thank you Note to the Next Level

While the template above is all you need, if you want to blow a hiring manager out of the water, add in another few lines before “I look forward to...” with some ideas you have on how you could add value. For example, think of a quick mock-up of something you discussed in the interview if you are in a creative role, taglines if you’re in branding, or some slides or possible partners if you’re in business development or sales. It could look something like this:

Example #3

Hi Jim,

Thank you so much for meeting with me today. I enjoyed learning more about your career trajectory at CarRuns (and hearing what it was like to join as the fifth employee—so impressive!) and where you see the company going in the next couple of years.

To follow up on our conversation about churned clients, I’ve attached a short deck I mocked up on my initial ideas for increasing renewals. Happy to discuss this further if you see it being a helpful resource.

CarRuns is a special place to work, and I would be thrilled to join such an innovative, hardworking, and passionate team of individuals. Please let me know if there’s anything else I can provide to make your hiring decision easier.

Best regards,

Parker Johnson



Example #4

Mr. Smith,

Congratulations on building a successful investment practice that focuses on protecting and serving the client. Obviously, you are doing something right; your clients are your marketing team! Referrals are the highest compliment that clients can give us.

While reviewing the Capital Wealth Management website, I was impressed by your investment allocation to alternatives. We seem to agree that while bonds continue to pay little, aging investors need consistent income. Your team's use of real estate is a great alternative, especially given its low correlation to bonds. I mentioned in our phone interview that in my previous position, I was responsible for the due diligence of all alternative investments, including real estate. With your emphasis on alternative products and my experience in that arena, I could bring immediate value to your team. Based on our call, I would like to do additional research and follow up with questions.

I look forward to continuing our discussion and am very interested in pursuing this opportunity. Do you have time to speak in the coming days?

Sincerely,

Parker Johnson



The interview process is a game of give and take.

Every actor or actress will tell you there is an old saying in Hollywood: "Don't call us, we'll call you." The initial interview is a lot like a Hollywood casting call. Do your best in the audition (interview) and wait for the hiring manager's reply. A thank you note is mandatory, but don't badger the hiring manager. If the company wants an additional interview, they will seek you out.

Be judicious when corresponding with the hiring manager.

How did your introductory conversation end? You should have a good indication of where you stand by how the conversation ended or the response you received from the thank you note. Did the hiring manager request that you speak with one of their colleagues or their boss? If both your interview and thank you note did not indicate that you are moving forward, you are more than likely not the candidate of choice.



Impress the hiring manager while proving you did your homework.

To be absolutely sure, you will want to deploy another interview tactic. Find an article, interview, or topical piece of information pertaining to what you discussed in the interview and email the hiring manager.



Note the following example:

Mr. Smith,

Thank you again for allowing me to interview for your director of due diligence position. I am sure you are interviewing several highly qualified candidates, and I appreciate you taking the time to speak with me. After our conversation, I did some additional research on the real estate products that you are currently recommending. I found this article (see attached) and wanted to share it with you. It reinforces everything you are doing.

With my experience in real estate and alternative investment products, I could immediately impact your business by addressing your need for an experienced director of due diligence. I am interested in the role and would like to continue the conversation.

Please let me know if you have time to connect in the coming days.

Sincerely,

Parker Johnson

Note how the candidate once again compliments the hiring manager and validates them. Finally, the candidate addresses how to solve the hiring manager's problem and asks for an additional conversation.

Deploy an interview tactic that lets you know where you stand.

The "No Thanks", Thank You Note

It is crucial to write a thank you email to a company that turned you down for a job for a few reasons:

- **Demonstrates Professionalism:** Writing a thank you email shows professionalism and gratitude, which can leave a positive impression on the hiring manager and the company. In addition, once the email goes out, sending a LinkedIn connection request is generally safe.
- **Expands your Professional Network:** Your professional network can be expanded by sending a thank you email. The company and hiring manager may keep your information on file for future opportunities or refer you to other organizations that may be a better match. You never know; the originally hired professional may back out or get terminated during the first week. If this occurs, hiring managers may contact you again about the position, so it is wise to thank them for the opportunity.
- **Opens Opportunities for Feedback:** Writing a thank you email may also open up opportunities to receive feedback on your application and interview performance. This feedback can help you improve your job search strategies and interview skills for future opportunities.

Note the following example:

Dear Mr. Smith,

I would like to take a moment to thank you for taking the time to consider my application and for allowing me to interview for the [Job Title] position at [Company Name].

While I am disappointed that I was not selected for the role, I appreciate the time and effort you and your team invested in the hiring process. Your professionalism and responsiveness throughout the interview process made a positive impression on me.

I am still very interested in your company's work and believe I could make a valuable contribution to your team. Therefore, if this or another opportunity becomes available in the near future, please do not hesitate to reach out to me.

Once again, thank you for your time and consideration. I wish you and the [Company Name] team continued success.

Sincerely,

Parker Johnson

Do NOT expect interview feedback.

One of the more frustrating aspects of the interview process is not getting feedback. Many companies will interview several candidates and provide little, if any, feedback. The reason is simple: the company does not want to get sued. If the hiring manager told you they did not like this or that about you, filing a lawsuit would not be difficult. In addition, if a company decided to provide feedback for every candidate they interviewed, they would have to hire a team to accomplish this goal.

Please don't take the interview process personally. The fact that you made it to the first interview is an accomplishment. Chances are you did just fine and did everything correctly. However, in all likelihood, your background or experience did not adequately solve the hiring manager's most immediate problem, while another candidate's credentials did.

