

After the Information Interview

How to write a thank you note:

1. **Be Timely** - Try to send a thank you note, card or email within 24-48 hours of your interview.
2. **Show Appreciation** - Be appreciative of the employer's time and the information shared.
3. **Be Specific** - Demonstrate you remembered what was discussed, and that you took something specific away from the conversation.
4. **Offer your service/support** – If you think there is a project you can help with, or a beneficial connection you could make, offer it in your thank you note. If nothing specific came up in the interview, then a general offer of support is always a nice touch.
5. **Keep in contact** - If your interviewee gave you permission to keep in touch, suggest a tentative date that you will contact them in the future (Eg. 3 weeks). Keep track of this (calendar, email reminder) and follow up when you say you will – this demonstrates reliability, organization and enthusiasm on your part. ***Only ask if you intent to keep in touch**

Sample:

Dear Ms. Carter,

Thank you again for the opportunity to meet with you yesterday. Your willingness to share your personal experiences and advice went beyond my expectations.

Having a behind-the-scenes look at the projects your team coordinates was eye-opening, and gave me a new perspective on the broad-reaching scope of your position. I appreciate the time you took to explain what you see as trends in the market, and your suggestions for coaching programs. I have already looked into the programs and institutions you mentioned.

If there is ever any way I can offer my services to support you or your team, please be sure to let me know. As we discussed, I will be in touch early next month.

Thank you again for your time, expertise and guidance.

Sincerely,

Candice

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