THANK YOU NOTES

Thank You!

& Following Up With Employers

The Art Institutes™
There will be many opportunities to follow up and send a thank you note in the course of your job search.
Following up will allow you to **stand out** from the pack, because most people actually don’t do this!
Hiring managers and recruiters report that *they do remember receiving thank you notes* because they don’t get many. There have even been times when hiring decisions were made simply due to a thank you note.
In addition to making contact, it is important to demonstrate that you have *good manners* and can *communicate professionally*.
THANK YOU NOTES: WHAT & WHY

WHAT

- Handwritten note or email
- No gifts
- Keep it simple
- Try to include something memorable that you shared in your interview

WHY

- Reminds the employer who you are
- Thanks them for their time
- Helps you stand out from the crowd
Thank you emails and notes should be sent within 24 to 48 hours from the time of the interview.

Thank you notes should be sent to the hiring manager who you interviewed with.

If you interviewed with multiple people, then you should write a thank you to each individual person.
Thank You!

**WHY**
To remind the employer of who you are and to impress them. This is a great tool to stand out from the crowd.

**WHEN**
24-48 hours after an interview

**WHO**
To the hiring person who interviewed you

**WHERE**
To the company

**WHAT**
Handwritten note or email. No candy or roses!
5-STEP FOLLOW-UP AFTER THE INTERVIEW
Send it by snail mail or email, but do it right away. Don’t wait to hear from the employer first. The longer you wait, the less impact and relevance it will have. Do this and you will stand out.
Reiterate that you are very interested in the job and company, even more so now after reflecting on the interview conversation.
State why you are a great fit for the position. Remind the person who interviewed you how your education and experience fit the duties of the position.
**Do some bragging.** Introduce an accomplishment or something you didn’t get a chance to mention in the interview. Attach work from your portfolio that shows your skills or something new.
Ask what the next steps are and if there is any additional information they need from you.
Dear Mr. Jones:

Thank you for taking the time to interview me earlier today for the position of Assistant Manager of the Hollister store located in the Aventura Mall. I enjoyed learning more about the company and I am even more convinced that Hollister is the right store for me.

As we discussed during the interview, I have had three years of retail experience as well as a management internship with Nine West. I believe that my education, experience, and my ability to provide exceptional customer service make me an ideal candidate for this position.

I will be calling you next week to follow up on the status of the position. I am very interested in the job and also in Hollister. I hope you will give every consideration to my application.

Sincerely,

Jane Smith
102 Main Street
Any City, FL 33021
954-466-4300
jsmith@janessmithdesigns.com
You’ve written your thank you letter, you’ve waited patiently to hear back, but you haven’t heard anything yet... *Now what?*
Is the position still available?

It’s been a few weeks since your interview, so ask if the position is still open and reiterate your interest.
Ask for an opportunity to interview again.

Go for it! Express your confidence that you are a good fit and would like to further discuss how you can add to the team.
Get your skills back in front of them.

Ask to show updated or additional relevant work in your portfolio. You might get another face-to-face or be asked to email your portfolio.
OTHER TYPES OF FOLLOW-UP EMAILS

*Bring up additional skills* that were either not mentioned or not fully discussed in your first interview.
Sometimes, an employer will call you for an interview and then not contact you after you get your foot in the door.

This happens for a few reasons:

- You were not the candidate they were looking for.
- The employer wants to see if you will follow up with them.
- Timing was off. The position is on hold, a former candidate resurfaced, or a former employee resurfaced.
Most employers dislike calling the candidates they didn't select because *it's never comfortable to deliver disappointing news*. Keep this fact in mind as you talk with the employer, and be gracious and professional when you ask for some feedback.
KEEP YOUR CHIN UP

Don’t get discouraged.
Keep your pipeline full and you will connect with an opportunity.
TO FOLLOW UP ON

CAREER FAIRS
What’s next after you’ve walked around the fair, talked to companies, and handed out your résumé and contact details?

NETWORKING EVENTS
How can you keep the connection and make a contribution to the relationship?
Your goal is to *jog the contact’s memory* with why you’re a great candidate and impress on them your interest in moving on to the next stage of the interviewing process.
Remember that the recruiter or hiring manager met a lot of people at once, so it’s important to *make contact quickly and confidently* in order to stand out.
There are two ways to stay in contact with the employers you met:

1. Write a thank you email or letter.
   Keep it simple and direct: Thank the contact for his/her time speaking to you about the opportunity and relate how your degree and/or experience and interest qualify you for the position.
2. Social Networking.

This is an easy way to develop a relationship with an employer. LinkedIn is the most popular for professional contacts. Do make sure your profile is up to date and only has professional and relevant content. Employers do check!
Show appreciation. Write a thank you note within 24 hours.

This ensures you really will get it done, while reminding your contact who you are before too much time has passed. A good rule of thumb is if you thought it was important enough to take their card, then write a thank you note.
Networking is not a one-way street.

One of the best ways to enhance a networking relationship is to bring value to the other person. Can you introduce that person to someone who you think he/she should know or who might be a resource?

Thank you! Have you met ...
Continue your conversation.

Can you forward an article of interest that pertains to your discussion?
Contact the Career Services department if you have any questions.

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Administrative office: The Art Institutes, 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222
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