



## **Thank You Notes: Do they really make a difference?**

You have just left an interview feeling confident about the impression you have made on a future employer. What is your next step? The question that lies ahead is "should I send a thank you note, will it really make a difference, will it have an impact on whether I get the job or not?"

It is extremely important to send a thank you letter as a follow up to any interview. We are all busy, but it takes very little time to actually sit down and write a few words and it only costs the price of a stamp. The note should be thoughtful and contain some reference to the interview. Comment once again on what particularly makes you a good fit for the position, thank them for their time and express your excitement about the position. Ensure that the letter is professional and carries the right tone - you are thanking a future employer for their time not sending a note to a friend. This note can set you apart from other candidates who are just as qualified as you are for the job - it puts your name out there once again, especially above those who didn't bother to send one.

Email - is it appropriate to send a thank you note via email? Sending a note via email actually depends on the situation and circumstances. In some cases it is fine to send an email. If things appear to be moving quickly and there may not be time to get a letter through the mail, email can be an appropriate alternative. Again, make sure it is professional and has the right tone. Emails often tend to come off as more relaxed and informal.

Before you seal the envelope or hit the send button on your computer make sure that there are no spelling or grammar mistakes. This is key because the letter is a direct reflection of you. You don't want the last impression to be negative due to a silly error.

Does sending a thank you note ensure that you will get the job? Of course, the answer is no. However, even if you do not get the job, you have met a new contact or possibly started a new relationship. The impression you leave may even make the difference in receiving a future contact from the company.

For more information about Financial Edge Partners please contact us at:

**Financial Edge**  
Executive Resources

Michigan  
5550 Cascade Road, S.E.; Suite 200  
Grand Rapids, Michigan 49546  
Phone: 616.956.2981  
Fax: 616.464.4359

New York

160 Linden Oaks Drive

Rochester, NY 14625

Phone: 585.389.6110

Fax: 585.389.6119

E-mail: [info@fin-edge.com](mailto:info@fin-edge.com)