



09:30 Thank

- After each interview, ask for a business card. Once you have left the employer's location, take a minute to sit down and make a few notes about the experience. This will help you customize each thank-you note to each individual interviewer. Many recruiting days include multiple interviews.
  
- You do not want to send a template thank-you note to all. A thank-you note gives you the additional opportunity to reinforce a point from the interview or follow up on a question you were not able to answer during the interview. A thank-you note should be timely and be sent within 48 hours of the interview.
  - Keep it to 3-5 sentences.
  - Thank the interviewer first!
  - Express enthusiasm.
  - Reinforce an idea or address any unresolved questions.
  - Personalize it. Highlight a key point from your interview that will make the interviewer remember you.
  - Reiterate your expertise and interest.
  - Proofread. Check for spelling and punctuation errors.

: State when and where you had your interview and thank the interviewer for his or her time. Reaffirm your interest in the organization.

: Mention something that particularly appeals to you about working for them and reinforce a point or two in support of your application.

: If after the interview you thought of something you wish you had said, mention it here. You can also restate your understanding of the next steps in the hiring process.