



THANK YOU Matters

BASIC TIPS:

- ALWAYS follow up with recruiters after an interview or career fair. Employers look forward to students following up with that personal touch whether it's in an email or handwritten note.
- After an interview, it's also nice to send a thank you email or handwritten note to the recruiter or HR representative that helped set up the interview. It's important to not only send a thank you to the interviewer, but also to anyone who played a key role in lining up your interview.
- What should you write in a handwritten thank you note or email?
 - Thank the person for their time. Let them know what you learned during the interview that you didn't know before you interviewed.
 - List some of the experiences that you have had in the past that would benefit the company and let you contribute to the position, etc.
 - Ask any additional questions that you may have.
- You want to be able to tell the recruiter or team that you interviewed with *how* and *why* you are a solid fit for the position that they are trying to fill.
- While it's good to follow up with a recruiter, remember to respect their time. Don't bombard them with call after call or email after email. Give them a week or so to respond. If they don't get back to you within a week or two, then send a friendly follow up.
- By following up and sending a thank you note, you are leaving a lasting impression. Even if it's an interview at an organization that you are not interested in, they could be someone that you *are* interested in in the future. People will remember that you took the time to send them a personal thank you note or email. So remember to always follow up!