

6 reasons why this is a thank you letter after the interview was very impressive

No matter how impressed you were in the interview, forgetting to send a thank you letter after this meeting to the employer can completely make your chances of getting a job offer be reduced. tell that.

Job interviews require a huge investment in time, intelligence and effort. You learn about the company, research job descriptions, refine each sentence to get the most impressive resume and get ready for everything before the official meeting with employers. With all that is given to you, you are confident that 110% of you will be chosen to sit on the "hot chair" and become the brightest candidate for the offer.

But that's not all.

In fact, there is still an important core step that any candidate should care about if he really aspires to be admitted. That is to **send a letter of thanks to the recruiter after the interview.**

According to an investigation conducted by The Ladders - a company that provides online career relevance assessment, up to **75% of employers said they received a letter of thanks from the candidate. have a great impact on their final decision-making process.** This means that even though you probably meet the requirements for your current position, if you don't increase your impression with a thank you letter, it doesn't seem like you really made the interviewer happy at highest. Therefore, the ability of you to be "beaten" by another candidate who is not outstanding in terms of experience and knowledge but knows how to "recruit" the employer with an email thanks to the interview is extremely large. .



According to Max Messmer - the chairman of the board of directors and CEO of Accountemps (a company specializing in providing human resource management services), expressing your enthusiasm for the position applied through the thank you letter is also Another way to remind your employer again is why you are the best person for that job. Also, email should be sent within 24 hours after the interview ends and during business hours.

Another note is that the thank you email should be brief, so there should not be too many paragraphs and it is best to **focus on the points in the interview that the employer has satisfied with you.**

For candidates who still wonder whether to send a thank you letter by hand or email, this is really an easy question to answer. Although many people believe that sending mail will create better effects due to exposure (in some respects), however, it will take quite a bit of time for employers to have The ability to receive your mail leading to that good effect is also significantly reduced.

Below is a thank you letter after an interview in English that is said to be very impressive, both in form and content. You can refer to the following comment evaluated by Professor Deborah Good from the University of Pittsburgh Katz business school.

Dear Ms. Gamble,

I can't thank you enough for how comfortable you made me feel throughout the process. Your willingness to provide me with information as well as if I can be successful and make a contribution to Major Bank.

Our conversation

The fact that I can contribute to your company is a great pleasure.

I look forward to hearing your choice. I am happy to provide you with any information you need.

Sincerely,

John Doe.



1. The greeting is very professional

Dear Ms. Gamble,

If you only look at the name Alice Gamble, we cannot know whether she is married or not, so using "Ms." Very safe. For the thank you letter in English, you should note that **"Mrs." used for married women** , **"Miss." for unmarried women** and **"Ms." only for women**.

For email writing, **identifying the letter title** and **choosing the appropriate title** are the two most fundamental factors, and also decide whether the employer will read your letter or not.

2. The opening letter section makes a good impression

Interviews can be stressful, so I am grateful for how comfortable you made me feel throughout the process.

The preamble in the letter aims to thank the recruiter, not only for being invited to the interview but also because of the comfort and openness that John Doe has received. Praise will increase interaction with readers and stimulate them to read on.

3. The language is carefully selected

Bên có thể ???c thành công và t?o m?t giá tr? d? án ?? l?n Bank.

The letter did not use slang, dialects or words with strong emotions.

For email of this type, it is best for candidates to pay attention to using the words that are used in the business environment and in accordance with the position applied.

4. Go straight to the main content

B?n ?ã ???c h? tr? ?? ki?m tra các c? s? d? li?u Assistant assist và ???c xác ??nh ?? làm vi?c ?ã th?c hi?n trong t?p tin my internship at XYZ Bank.

Although it was meant to remind the interviewer about the specific topics discussed in the previous interview, John Doe was not too focused on any one issue.

A thank you letter should abide by the two basic principles of business communication that are **accurate** and **concise**.

5. Create a lasting impression by showing a characteristic point

B?n có th? ???c c? s? d? li?u c?a ng??i ch?

During the same session, the employer may interview many candidates. Therefore, in order to remind them who you are, how you demonstrated in the interview and extend this effect even if they have finished reading the email, leaving a feature about you is something very important

If you find out that you are in the same country as the interviewer or have any other similarities, boldly mention this letter of thanks.

6. The sentence summarizes the whole idea of ??the letter but still highlights the time of the interview results

N?u l?i, I ?ã bi?t v?i s? ph?c v? này, v?i th?i gian này, và th?i gian b?n ?ã spending v?i b?n. B?n ???c xác ??nh b?n ??nh v? l?i này s? ???c t?o week week

John Doe cleverly summarized the overall letter, and "reminded" the employer about the timing of the interview results.

If you have highlighted your professionalism by sending a thank you letter, then of course, the employer will also show you their professionalism by answering the results within the time promise you.

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