

THANK YOU NOTE GUIDE



AFTER THE INTERVIEW

You will want to follow-up each interview. First, write down your impressions by making a positive/negative (+/-) chart after the interview. This is critical as after you go on two/three interviews, you will forget who said what. Also, you may have a second interview to further discuss your concerns. The +/- chart should be done for each hospital and will help you make your final decision.

You should send a thank you note following each interview. This demonstrates your professionalism, gives you a change to include any information that you wanted to include but forgot, and it gives you an opportunity to express your areas of interest about the job. A thank you note will set you apart from other applicants.

- Be sure and send the thank you note within 24-48 hours of the interview. Write it while the interview is fresh on your mind and you are enthusiastic about the job.
- The more effort you show, the greater the effect it has on the audience. If possible, actually write it out on stationary and mail it. The second alternative is to use email. Warning about emails – print it out before sending and read to ensure it is grammatically correct.
- Write a thank you note even if the job isn't right for you. The medical community is small and the manager may recommend you to others if he/she feels positively about you.

Sample thank you note:

Dear Ms. Black,

I appreciate the time you spent with me discussing the position in your department. I found the job aspects you described to have the potential to be both challenging and rewarding. You discussed the diverse population you serve. I have learned the importance of showing respect for each person's individual culture. In addition to the experience we discussed, I have been very active in my church and have gone on several mission trips to help build communities. While not fluent in Spanish, I was able to communicate to the people we served.

Following our discussion, I walked though several hallways and was impressed with the professionalism and warmth that I felt in every area of the hospital from the receptionist to the cafeteria. I cannot imagine a better place to establish my career. If there is additional information you need, please contact me.

Thank you again for your time,

Sally Jones

Address

Email

