Welcome to Career Café Podcasts brought to you by the Center for Career Connections at Bellevue Community College!

Today’s topic is Thank-You Letters: Make your mark!

Recruiters often say they wait after the interview to see who sends a Thank-You note--and who doesn’t. They say it shows that you are on the ball and confirms your interest in the position. This can set you apart from all the other candidates and help you make your mark!

By no means is it a sign of over-eagerness to send an email Thank-You note immediately following the interview. Be sure to follow up your email thank you with a bonafide paper letter or note card in the mail. The note card should be similar to boxed Thank-You cards found at your local stationary store.

Be short and sweet. The entire note shouldn’t take more than one minute to read. If you were interviewed by more than one person, send a note to each person but be sure to personalize each one. And don’t forget to proofread! Not dotting your i’s and crossing your t’s, could literally cost you a job!

Thank the interviewers for their time. Recap the high points of the interview and tell them what you learned about the job--and their company. Sign off with “I look forward to seeing you again” followed by “Sincerely” and your name. Keep the note professional and make your mark!

So to summarize:

• Send a thank-you note or letter immediately following the interview.
• Personalize each note or letter for each interviewer.
• Be professional but short and sweet.
• Proofread, proofread, and proofread!
• And make your mark!

For more cover letter tips, check out our Career Café Podcast series on our website at [http://bellevuecollege.edu/careers/podcast.html](http://bellevuecollege.edu/careers/podcast.html) or schedule an appointment with one of our career specialists. We are conveniently located on the second floor of the Student Services Building (Building B) on the main campus or you can call (425) 564-2279.

Thanks for listening!