

ALBERTA WORK SEARCH ONLINE



Thank you notes and emails are good ways to let people know you appreciate their help or consideration. Thank people who:

- ☐ Spend time providing information or suggestions related to your job search
- ☐ Give you job leads
- ☐ Invite you to come in for an interview
- ☐ Agree to be a reference or provide a letter of reference
- ☐ Turn you down for a job

If your contact with someone who has helped you has been by email, then an email is an appropriate way in which to thank them. Otherwise, send your note on personal stationery or a small card.

When you're advised that you aren't the successful candidate in a job competition, write a thank you note that politely and briefly expresses your disappointment, reinforces your continued interest in the company and thanks the interviewer(s) for the opportunity to discuss your background.

The following example is an appropriate thank you email after an information interview.

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From: Joe Dunn <jdrun@ati.ab.ca> Sent: November 21, 2008
To: Anil Patel <apatel@coreco.ca>
Cc:
Subject: Thank you for your time
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Dear Ms. Patel:

I really appreciate the time and interest you gave me on Tuesday, March 27. The discussion was both helpful and inspiring. Your feedback and leads have given me renewed optimism.

I have already contacted John Ormsky at national Energy, as you suggested. We have a meeting scheduled for Friday.

Thanks again!
Joe Dunn