Education Thank You Guide

Following an interview, **ALWAYS** write the interviewer(s) a thank you note. This note should be sent within 2 business days.

**PURPOSE**

- Show appreciation for the employer’s interest in you and the opportunity to interview
- Reiterate your enthusiasm/interest in the position and in the school/district
- Remind the administrator(s) about your qualifications for the position; feel free to include something you forgot to mention in the interview
- Demonstrate your written communication skills by writing a professional thank you note
- Follow up with any information the administrator(s) may have asked you to provide after the interview

**FORMAT**

- Thank you notes can be typed, handwritten or e-mailed
- Typed notes are the most formal, whereas handwritten are more personal
- E-mail is acceptable when that has been your means of contact with the person you want to thank, if your contact has expressed a preference for e-mail or if there is a tight timeline in which the interviewer will make the hiring decision

**SAMPLE THANK YOU NOTE**

Dear Ms. Smith,

Thank you so much for the opportunity to interview for the 4th grade teaching position at Heritage Elementary School. After meeting with you, I am even more excited about this potential opportunity.

In addition to my enthusiasm, I will bring to this position my ability to quickly establish rapport with students, well-built classroom management, bilingual skills in English and Spanish, and a strong work ethic. Through my experience student teaching abroad in Mexico I gained an appreciation of diversity, which I hope to instill in my students. I believe my three years of experience working in a daycare center has given me the confidence and ability to manage my own classroom. As we discussed, I am also interested in being an advisor for extracurricular activities.

Thank you again for taking the time to interview me. I would welcome the opportunity to become a staff member at Heritage Elementary School and believe I would be a powerful addition to your staff. I look forward to hearing from you soon.

Sincerely,

Natalie L. Knight