

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