

Ms. WRITE STATIONERY

From birth to wedding and all the fun parties in between and after!



Thank you note should go to people who have given you referrals.

As you look for a job, write or email thank –you notes to everyone who’s offered help in any way. If, for example, you chat with someone at a friends’ party who says he’ll mention you to his boss, your note will show you are polite and help job his memory.

Thank you note after a job interview

If this is the job you want, you should email your contact and tell them how much you want the job. Follow up with the hand written note, which is getting your name and interest in front of the interviewer again. It also doesn’t get lost in cyberspace.

Send your handwritten note within a day or two of your interview. It is helpful to have another person proof your note.

Number one reason to write a thank you note is to show you appreciate the time your interviewer gave to you.

When writing your post interview note, mention the day of your meeting and the position you’re seeking. Answer any questions that arose and deliver on any promises, whether additional facts or something tangible.

The note needn’t be long: two or three brief paragraphs will do.