

Thank-you Notes



It is important to send thank you notes to everyone you speak to at a recruiting event or meet with for an interview. Here are some things to do *during* the event/ interview to make it a bit easier:

- Ask for business cards so you have the info you need later

Keep brief notes of what was discussed so you can remember one person from another

Send thank you notes quickly hours of the event!



Remember....

Use good handwriting; take your time
Spelling and grammar should be correct

Use a blue or black pen

Handwritten notes are almost always appropriate, but sometimes a thank you email may seem more fitting—use your best judgement

Bonus if you can hand note!

For more about Thank You letters/ notes, check out your AAEE Handbook!

Thank them for the conversation and interaction

Reiterate something positive from your conversation with them

Reiterate your interest in an opening and be specific about what action you'll take going forward

4/6/17

Dear Mr. Smith,

Thank you for taking time to speak with me at Education Expo on April 5th and for considering me for a position at ABC School District.

I was excited to hear about the LeaderInMe program being incorporated into the curriculum at ABC School District. As I mentioned in our discussion, I believe my experience in the LivingLeaders program during my student teaching would really enable me to bring relevant experience to a teaching role at ABC Schools.

I am very interested in any teaching openings at ABC School District and will continue to check the website for openings, as you suggested. Please feel free to contact me if you need any additional information to be considered for future openings.

Best regards,
Amy Smith, 3rd-5th Licensure, May 2017
Ohio Northern University