

## **Nearly 15 Percent of Hiring Managers Would Dismiss a Candidate Who Doesn't Send a Thank-You Letter, CareerBuilder.com Survey Finds**

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Writing a thank-you letter after an interview doesn't just showcase a candidate's manners -- it can also make or break their chances of landing a job. Nearly 15 percent of hiring managers say they would not hire someone who failed to send a thank-you letter after the interview. Thirty-two percent say they would still consider the candidate, but would think less of him or her, according to a recent CareerBuilder.com survey. The survey, "How to Get in the Front Door," was conducted from May 17, 2005 to May 27, 2005 and included more than 650 hiring managers.

Although most hiring managers expect to receive a thank you note, format preferences differ. One-in-four hiring managers prefer to receive a thank-you note in e-mail form only; 19 percent want the e-mail followed up with a hard copy; 21 percent want a typed hard copy only and 23 percent prefer just a handwritten note.

"No matter which format you choose, it's crucial to act quickly when sending a thank-you letter to your interviewer," says Rosemary Haefner, Vice President of Human Resources at CareerBuilder.com. "Twenty-six percent of hiring managers expect to have the letter in-hand two days after the interview, and 36 percent to have it within three to five days. Sending the letter quickly reinforces your enthusiasm for the job, and helps keep you top- of-mind for the interviewer."

Haefner offers the following tips to make the most of your thank-you letter:

- Stick to three paragraphs. In the first paragraph, thank the interviewer for the opportunity. Use the second to sell yourself by reminding the hiring manager of your qualifications. In the third paragraph, reiterate your interest in the position.
- Fill in the blanks. Thank-you notes are a great way to add in key information you forgot in the interview, clarify any points or try to ease any reservations the interviewer might have expressed.
- Proofread carefully. Double-check to be sure your note is free from typos and grammatical errors. Don't rely solely on your spell-checker.
- Be specific. Don't send out a generic correspondence. Instead, tailor your note to the specific job and the relationship you have established with the hiring manager.

For more information on CareerBuilder.com surveys, visit <http://www.careerbuilder.com/share/AboutUs/PR/surveys.htm>

### Survey Methodology

The CareerBuilder.com survey, "How to Get in the Front Door," was conducted from May 17 to May 27, 2005. Methodology used to collect survey responses totaling more than 650 hiring managers for this study involved selecting a random sample of comScore Networks panel members. These Web Panel members were approached via an e-mail invitation, which asked them to participate in a short online survey. The results of this survey are statistically accurate to within +/- 3.84 percentage points (19 times out of 20).

### About CareerBuilder.com

CareerBuilder.com is the nation's largest online job site with more than 20 million unique visitors and over 1 million jobs. Owned by Gannett Co., Inc. , Tribune Company , and Knight Ridder, Inc. , the company offers a vast online and print network to help job seekers connect with employers. CareerBuilder.com powers the career centers for more than 650 partners that reach national, local, industry and niche audiences. These include more than 165 newspapers and leading portals such as America Online and MSN. More than 30,000 of the nation's top employers take advantage of CareerBuilder.com's easy job postings, 13 million-plus resumes, Diversity Channel and more. Millions of job seekers visit the site every month to search for opportunities by industry, location, company and job type, sign up for automatic email job alerts, and get advice on job hunting and career

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