

Writing Teaching Interview Thank You Notes

It is essential that you write a thank you letter after completing each teaching job interview. While a thank you note won't get you hired, not sending one could cause you to move further down the interviewee list. It's a good idea to send your letter as soon as possible and no later than two business days.

What to Write in Your Thank You Letter

Your thank you letter is your last chance for the school to learn about you and why should be chosen for the job. Obviously, you should focus on thanking the person or persons with whom you talked. However, it should also make it clear why you are qualified for the job. It's a perfect time to reiterate your educational philosophy in a succinct manner and to point out any items that were not mentioned in the interview itself that you feel are important.

Tips and Advice for Writing a Wonderful Thank You Letter

Following are some excellent tips and hints that you can use to help you write great thank you letters.

- In most instances, it is best to type your thank you letter. It is also acceptable to send your letter [as an email](#). This allows the letter to get there quickly. The only issue with email is that people today get so much of it that there is a chance that it might be lost in the mix.
- If you were interviewed by more than one person, you should make the effort to write a letter to each person involved.
- Make sure to directly address the interviewer in the greeting. Never use "To Whom It May Concern."
- Include at least three paragraphs, dedicating one to thanking the interviewer, one to talk about your skills, and one to repeat your thanks, and let them know you are looking forward to hearing from them soon.
- Avoid using [thank you templates](#) directly from books and internet as these can be too generic. You do not want your interviewer to think that you are only sending the thank you because you are "supposed to." Your thank you letter needs to be specific to the job for which you interviewed.

- If you say that you are qualified for the job, back it up with specific reasons from your own resume. You can also reiterate points that you made in the interview to back up your claims. This can help the interviewer remember specific aspects of your interview.
- Keep your tone confident in the letter. Not highlighting any weaknesses that you were afraid you might have revealed during the interview.
- Do not send a gift with your thank you note. This can make you seem desperate and will most probably have the opposite effect of what you hope.
- Do not put pressure on the interviewer about when you need to hear back by. In almost all cases, you are not in the power position, and this will make you seem pushy.
- Avoid outright personal flattery in your letter.
- It is truly important that you carefully [proofread your letter](#). Check spelling and grammar. Make sure that you have the correct spelling of the interviewer. Nothing could be worse than sending an email to someone with their name spelled incorrectly.