

The Number One Mistake People I Interview Are Making These Days

Jessica Liebman | Feb. 24, 2012, 7:49 AM | 359,714 | 428

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I'm the Managing Editor of Business Insider, which means I'm responsible for all of the editorial hiring here.

So I'm constantly meeting people of all different levels, from interns to senior editors.

Lately, the majority of people I interview have one thing in common.

They're all messing up on something that I think is very important when trying to get a job: the Thank You Email.

Whether we spent thirty minutes meeting in the offices; we Skyped because you're abroad for your Junior spring semester; or we did a quick first-round phone interview, too many people are forgetting to follow up later that day or the next day with a quick email.

It doesn't have to be anything too involved. Truthfully, the shorter the better.

The Thank You Email should say a few simple things:

- Thank you for meeting (or talking) with me.
- I really want this job.
- Quick plug about why I'm perfect for it.

If I DON'T get a Thank You Email, here's what happens:

- I assume you don't want the job
- I think you're disorganized and forgot about following up
- There is a much higher shot I'll forget about you



See Also



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ANSWERED: Should You Send A Handwritten Or Email Thank You Note After An Interview?



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Here's an example of a good Thank You Email:

Thank You - Business Insider Interview Inbox x

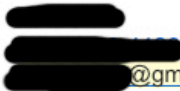


to me ▾

Hi Jessica,

I wanted to thank you for meeting with me yesterday. Learning more about the position and seeing the newsroom in action solidified my interest in Business Insider. I think it's a place where I could really hit the ground running, build up excellent clips hit the market and ultimately transition to a full reporter. If you have any other questions for me, or need me to complete editing/writing tests, please don't hesitate to reach out. Thank you again and I'm hopeful that soon I'll be on the Business Insider team.

Cheers,

@gmail.com

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Jessica Liebman Managing Editor, Business Insider

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leandro on Feb 24, 10:48 AM said:

@Anonymous: A) Its polite

B) its good manners

C) its custom

D) its a sign of respect to a potential future boss. Sorry if working for someone else is too demeaning for you. Perhaps you should try working for yourself, but until then these are the expectations.