

## 6 Must – Haves in ALL Thank You Letters

Career coaches often tell their clients, “Your [resume](#) won’t get you a [job](#), but it will get you an [interview](#).” It is advice that makes a great deal of sense, as hiring managers generally spend only a few minutes scanning a resume for qualifications before relegating it to the trash bin or the pile of potentials for further consideration. The interview is your real opportunity to sell a healthcare facility on your unique set of radiologic technology skills and experience—and it does not end with a handshake. Your audition is not over until you’ve sent a job interview [thank you note](#).

[R.T. professionals](#) who believe such formalities are unnecessary may find themselves passed over for candidates who take the time to express their gratitude in writing. In fact, according to a survey conducted by one career website, 22 percent of employers are less likely to hire a job seeker who does not send a written thank you by email or snail mail.

Whether you choose to follow up with the hiring manager digitally or using traditional pen and paper, make sure you include the following six MUST items in your thank you communication.

### 1. YOUR GRATITUDE

Include a sincere expression of thanks for the hiring manager’s time in the opening paragraph of your note. You may also wish to thank him/her for giving you the opportunity to learn more about the R.T. staffing needs of the facility.

### 2. INTERVIEW DATE

It is highly unlikely that you’re the only technologist they are considering for the position, so make it easy for the hiring manager to connect your thank you note with his/her interview experience. The simplest way to do this is to include the date of your interview along with your thanks. For example, “Thank you for taking time on the 23rd to discuss the many ways my radiologic technology skills can benefit your practice.”

### 3. SPECIFIC DISCUSSION TOPIC

An engaged job candidate is one who actively listens. Prove your engagement by mentioning a

specific topic discussed during your interview. For example, if the hiring manager stated he/she has been with the healthcare organization for 20 years, you can include this in your thank you: “After touring your facility and learning more about the organization, it’s easy to see why you would remain with ABC healthcare for 20 years.”

#### **4. WHY YOU’RE THE BEST CANDIDATE**

Remember, it is your responsibility to sell yourself as the best R.T. professional for the job. The thank you note may be your last opportunity to reiterate or expand on your professional experience and qualifications.

#### **5. YOUR ENTHUSIASM**

[Healthcare employers](#) want to hire R.T.s who are interested in more than a paycheck. Share your reasons for seeking employment with this particular organization in your thank you note. You can mention specifics discussed in your interview such as projected growth, advancement, and educational opportunities.

#### **6. YOUR CONTACT INFORMATION**

You included your phone number, email, and address on your resume, but don’t neglect to incorporate it into your thank you note closing as well. Doing so will make it easier for the hiring manager to respond (he/she doesn’t have to dig out your resume to do so), and it also looks more professional.

Stand out from the crowd by sending a thank you note within 24 hours of your interview. Doing so could make the difference between landing a R.T. position and continuing the job search.