

THANK YOU LETTERS

A thank you letter, expressing your appreciation of the time the interviewer spent with you, should follow every interview. Many job seekers fail to do this kind of follow-up, meaning that those who do will stand out. IN addition, the thank you letters gives you another opportunity to express interest I a job, and will help keep your name fresh in the employer's mind.

The thank you letter should be sent out as soon as possible after the interview. The formality of the letter will depend to some extent on the formality of the institution you are applying to. A typewritten letter on resume paper might be appropriate. If you applied to the job by email and/or set up an interview over the email, then an email thank you would probably be acceptable.

If you were interviewed by more than one person, you should send an individual thank you note to each person.

The simple courtesy of sending a thank you letter can help you stand out and provide the interviewer with one more reason to remember you when the hiring decision is made.

Basic Tips for An Effective Thank You Letter

- Send a letter to everyone who interviewed within 24 hrs.
- Address a person (Mr., Mrs., Dr., etc.) not a tittle (Personal Manager, Director, etc.) or a group (Selection Committee, or Interview Panel)
- Demonstrate interest, energy, and enthusiasm
- Strike a balance between professionalism and friendliness
- Use your thank-you letter to reemphasize your strengths
- Keep the letter short
- Check your grammar, punctuation and spelling
- Use same quality and color paper as you did for the cover letter and resume

Sample Thank You Letters

The sample formats on the following pages give you some examples of types of thank you letters you can create. Remember to personalize your letter but keep it professional.

HOW TO CREATE A THANK YOU LETTER...

Your City, State, Zip Code

Your Phone Number

Your Email Address

Date

Name *(The person you are writing to)*

Title

Company

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

When writing a thank you letter, keep your letter simple and focused. Single space your letter and leave a space between each paragraph. Left justify your thank you letter. Use a plain font like Arial, Times New Roman, or Verdana. Select a font size of 10 or 12 points.

The first paragraph of your letter should thank the hiring manager for taking the time to interview you.

The second paragraph of your thank you letter should include the reasons why you are a strong candidate for the position. List specific skills that relate to the job you interviewed for.

If there is information about your qualifications that you wish you had mentioned during the interview, but didn't get a chance to discuss, use the next paragraph to explain.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the hiring manager know you are looking forward to hearing from him or her soon.

Leave a blank line after the salutation, between each paragraph, and before the closing.

Best Regards,

Handwritten Signature *(for a mailed letter)*

Typed Signature

SAMPLE OF A THANK YOU LETTER...

Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you about the assistant account executive position at the Smith Agency. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. My artistic background will help me to work with artists on staff and provide me with an understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker. This experience helped me to develop my secretarial and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Your Signature (*hard copy letter*)

Your Typed Name