



Gearing Up For Your Transitions

Writing a Thank You Letter

Sample Letter

After the interview, make sure you follow-up by sending a thank you letter. This is an important part of the interview process. It is an opportunity for you to show your continued interest in the position.

During your interview, it is not unusual to speak to a number of people. Prior to the interview when it is scheduled via email or phone conversation, you can ask who will be conducting the interview if the information is not offered by the scheduler. Make sure you write the names down. This will come in handy and make it much easier after the interview is over to send a thank you letter. When you write your thank-you letter(s), address it to the most important person or persons with whom you have interviewed. You can call back and get the mailing address or search for it on the internet.

Start your letter with the date you write the letter. You can write the letter the same day as the interview and send it to them before they make their final decision.

Next use Mr. or Ms. before their last name. Then move on to writing the first paragraph.

In the letter, write one to two sentences thanking your interviewer for taking the time to speak with you about the position with their company and for the opportunity to learn about the company or place of business.

In the next paragraph, or body, of your letter, begin by expressing your interest in the position. Write a sentence or two noting one or more important key points of the interview. The ultimate goal here is to remind the interviewer of your qualifications.

Close your thank you letter by re-stating your appreciation for the interview and offer to provide further information as to your qualifications if necessary.

End with Best regards or Sincerely, then sign your name and add contact information a few spaces below.

See the Example on the next page.

Date

Dear Mr. or Ms. Contact Name,

Thank you for taking the time to discuss the (add the job title here) with (add Company name) with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs. I really appreciate the time you took to interview and to acquaint me with the company.

I am excited about the opportunity to work as your (name of position). I have skills you can depend on to fulfill your needs. As I mentioned during the interview, I am (a couple of key point about your talents discussed during the interview.) In addition to my qualifications and experience, I bring excellent work habits to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you regarding your hiring decision. Again, thank you for your time and consideration.

Sincerely,

(Sign your name here)

Your Name

Your Contact Information