

Sample Thank You Letter

Your Full Address

City, State, Zip Code

Telephone Number

Date of Writing (Should be within 24-48 hours after interview)

Name of the interviewer

Title of the interviewer

Name of School, Organization or Firm

Street of Post Office Address

City, State, Zip Code

Dear, _____,

First Paragraph: Thank the interviewer (or group of interviewers), expressing appreciation for the courtesy and consideration extended to you. State the position for which you were interviewed, date of interviewed and place where the interview was conducted.

Second Paragraph: Reaffirm your interest in the position. Mention anything you feel is important that you may have forgotten in the initial interview and take the opportunity to make up for questions inadequately answered during the course of the interview.

Third Paragraph: Show willingness to provide any additional clarifying data or statements, submit any further information you may want to add to your application. Close with a statement of confidence that you have the ability to do the job and express your desire to move forward in the interview process. Thanking the interviewer again.

Sincerely,

Signature

Full Name (Typed)