

THANK YOU LETTER

Introduction

A good interviewing habit is to send a Thank You message to your interviewer within 24 hours after an interview. A brief message on a note card, letter, or email will suffice consisting of:

- Thank the interviewer for interviewing you
- Enthusiasm for the position
- Restatement of qualifications
- Personalize the note when appropriate
- Contact information

Email/Card Example #1

Ms. Amanda Smith, HR
AB Associates

Dear Ms. Smith:

Thank you for yesterday's interview for your Associates position. I'm excited about the position. My background as a radio station intern and English major prepares me for success in your company. AB Associates motto of "Clients first" is how I've worked all my life and I look forward to applying it for you. Finally, feel free to contact me at 415-333-4321 or astudent@sfsu.edu with any further questions.

Yours truly,
Astor Student

Email/Card Example #2

Ms. Amanda Smith, HR
AB Associates

Dear Ms. Smith:

Yesterday's interview for your Associates position confirms an excellent fit. My communication skills as a radio station intern and English major prepare me for your need for outstanding customer service providers. As the second fastest growing employer in your industry, I'm excited to join a successful media player. Finally, feel free to contact me at 415-333-4321 or astudent@sfsu.edu with any further questions.

Yours truly,
Astor Student



THANK YOU LETTER

Formal Thank You

Your Address
City, State, Zip
Date

Name and Title of interviewer
Address
City, State, Zip

Dear Ms. Smith:

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Finally, feel free to contact me at 415-333-4321 or astudent@sfsu.edu with any further questions.

Yours truly,
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