



# Career Development Center

## SAMPLE THANK YOU LETTER

**YOUR HEADING** (Use the Same from Your Resume)

Date

First & Last Name of Interviewer  
Contact Person's Title  
Name of Company/Organization  
Address  
City, State Zip

Dear Mr./Ms. & Last Name:

**1<sup>st</sup> Paragraph *Introduction*:** Thank the interviewer for their time. Provide the date of your interview and the name of the position you interviewed for.

**2<sup>nd</sup> Paragraph *Highlights*:** Highlight key points discussed during your interview and emphasize how you are a good fit for the position. This is also a good time to make a statement that you did not get the chance to mention on the interview

**3<sup>rd</sup> Paragraph *Closing*:** Reiterate your interest in the position and politely thank the interviewer for his/her time and consideration.

Sincerely,

Your Name Typed