

## Thank You Letter Template

Your mailing address  
City, State and Zip  
Your phone number  
Your email address

Full Date (January 10, 20xx)

Employer's full name and title (or organization)  
Employer's full mailing address

Dear Mr./Ms. Recruiter Last Name:

### Introduction

- Thank the interviewer for their time and let them know when you interviewed with them and for what position
- Mention a couple of items that stood out for you in the interview related to the organization and the opportunity

### Middle Paragraph

- Remind the interviewer of your key accomplishments related to the position and organization
- Take this opportunity to mention an additional and relevant accomplishment or skill that you did not mention in the interview. (e.g. I wanted to mention that in addition to my experiences in advising undergraduates, I also developed health promotion programs for faculty and staff.)

### Conclusion

- Restate your interest in the position (e.g. I am excited about the opportunity to...)
- Verify a follow up plan/timeline (e.g. You indicated that you will be making a decision next week and I would like to contact you by phone/email the week of Month/Day to answer any additional questions you may have)
- Thank the employer again for their time and consideration

Sincerely,

*Your Signature (unless emailed)*

Your name typed