

THANK YOU FOR THE INTERVIEW LETTER EXAMPLE

Written correspondence with a potential employer is one of the most effective ways to display your communication skills. Take advantage of this opportunity by sending a thank-you letter after you have had an interview and especially after an interview associated with a company visit. Sending a thank-you letter is also a simple matter of courtesy.

A Few Guidelines to Follow:

1. As soon as possible after the interview or company visit, a letter should be sent to express your appreciation for the time the interviewer spent with you.
2. Use this as an occasion to add information, not covered in the interview, that you feel the employer needs to know about you and/or your qualifications for the position.
3. Use this as an occasion to clarify any information you feel was not accurately shared during the interview.
4. Use this as an occasion to supply additional information that was requested by the employer during the interview.

Street Address
City, State, ZIP Code

(Date of Writing)

Ms. Blank, President
XBlank Consultants, Inc.
900 State Street
Chicago IL 00000-0000

Dear Ms. Blank:

Thank you for the opportunity to interview for the _____ position on Friday, *(Date of Interview)*. I enjoyed meeting you and learning more about your company. I am extremely grateful for the opportunity to learn more about XBlank Consultants, Inc. and am very interested in the employment possibility.

Optional paragraph(s) –(see suggestions below for possible applicable paragraphs.)

This position offers an incredible opportunity and I am confident that with my experience and education, will significantly contribute to your company. Also, I am excited about the challenge this position presents and look forward to possibly working with you.

Again, thank you for the time and courtesy you extended toward me. I appreciate the opportunity to be a candidate for the _____ position. Please contact me at (555) 555-0000 if I can provide you with any additional information.

Sincerely,

(Handwritten Signature)

Enclosure

Your Name Typed

1. Paragraph to add information not covered in the interview—(In reviewing the interview, I realized that we did not discuss the area of I failed to mention that my summer employment provided an opportunity for development of some expertise in the ... aspect of ...)

and / or

2. Paragraph to cover information unsatisfactorily presented in the interview—(Reflecting upon the interview, I feel that I did not accurately answer your question about travel, schedule requirement, etc... I may have conveyed hesitancy about (travel or extra working hours, or other special considerations). Your later explanations and descriptions of the job revealed to me the fact that I would find the situations mentioned to be of no real obstacle to me ...)