

# THANK YOU LETTER

## Tips:

- Thank the interviewer for taking the time to meet with you.
- Do not be afraid to put some sell into your thank you note.
- Send a thank you note to everyone who helped in your job search.
- Make it brief and to the point.
- **Do not copy the following sample, use your own words.**

### Paydirt Pete

500 West University Avenue  
El Paso, Texas 79968  
(915) 747-5640  
pete@miners.utep.edu

Date

Mr. / Ms. First and Last Name

Title

Organization

Address

City, State, & Zip Code

Dear Mr. / Ms.:

I enjoyed learning more about the organization and appreciated the opportunity to discuss my qualifications with you. Based on our conversation, I am very interested in the \_\_\_\_\_ position. I feel my qualifications align with the \_\_\_\_\_ position. My experience has prepared me to begin (full time/ part time) work performing the duties discussed.

Again, thank you for your time and I look forward to hearing from you soon.

Sincerely,

*Your Signature*

Your Name

