



# University Career Center

*Your Career Connection*



## THANK YOU LETTER

### NOTE

- Purpose: To thank the interviewer for taking the time to meet with you.
- These are sales letters in disguise; so don't be afraid to put some sell into them.
- Send thank you notes to everyone who gives you any kind of help in the job search.
- Make it brief and to the point.

### SAMPLE

Your Name  
 Your Address  
 Your City, State, Zip Code  
 Your Phone Number (Include Area Code)  
 Your Email Address

Date

Mr. / Ms. First and Last Name  
 Title  
 Company Name  
 Address  
 City, State, & Zip Code

Dear Mr. / Ms.:

I am very grateful for the time you took to meet with me on (date of meeting.) I appreciate the information about your organization and your assistance with my job search. As we discussed, I feel my qualifications meet the criteria for the (job title) position. My experience has prepared me well to begin (full time/ part time) work performing the duties we discussed.

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

Sincerely,

*Your Signature*

Your Name

**The University Career Center can assist you in reviewing your letter.**

Union Bldg. (West), Room 103  
 (915) 747-5640 ♦ [www.utep.edu/careers](http://www.utep.edu/careers)