

# FES Works!

## Sample Thank You Letter

Date

Ms./Mr. Employer, Director  
ABC Organization  
1000 Main Street  
Anywhere, Canada 000 000

Dear Ms. / Mr.

**FIRST SECTION:** Thank the employer for the interview. State the position you interviewed for and the date of the interview. Make some reference to your positive impressions of the organization or current projects.

**SECOND SECTION:** Reemphasize your strongest qualifications and mention any skill that you did not mention in the interview but that you would like to bring to your employer's attention. Also reiterate your interest in the position.

**THIRD SECTION:** Let the employer politely know that you expect to hear from them again. Suggest that you are willing to come in and discuss the job further, if necessary.

Sincerely,

An appropriate close has four hard returns between sincerely and your typed name. (Do not forget to sign your letter in the space above your typed name.)

<Type your name here>

Your Return Address  
City, Province, Postal Code  
Telephone with area code