

Thank You Letter Format

Contact Information: *(Your contact information)*

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

Date

Contact Information: *(The person you are writing to)*

Name
Title
Company
Address
City, State, Zip Code

Greeting:

Dear Mr./Ms. Last Name:

Body of Thank You Letter:

When writing a thank you letter, keep your letter simple and focused. Single space your letter and leave a space between each paragraph. Left justify your thank you letter. Use a plain font like Arial, Times New Roman, or Verdana. Select a font size of 10 or 12 points.

The first paragraph should thank the hiring manager for taking the time to interview you. The second paragraph should reinforce the reasons why you are a strong candidate for the position. List specific skills that relate to the job you interviewed for.

If there is additional information about your qualifications that you failed to adequately express during the interview, use the next paragraph to explain.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the hiring manager know you are looking forward to hearing from him or her soon.

Leave a blank line after the salutation, between each paragraph, and before the closing.

Closing:

Best Regards, or something equally formal

Signature:

Handwritten Signature *(for a mailed letter)*

Typed Signature