

EXAMPLE TEMPLATE - ONE ON ONE INTERVIEW – Version 1

Your Name
Your Address
Your City, Province, Postal Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, Province, Postal Code

Dear Mr./Ms. Last Name:

Thank you again for taking the time to sit down with me and discuss the _____ position at _____ (name of organization). The job, based on both your descriptions and my research, seems to be a good match for my skills as well as my interest and our meeting has only further confirmed my desire to work with you.

Along with the skill sets we discussed in person during the interview, I will also bring to the position my enthusiasm, attention to detail and organizational skills. I know my strong background in coordinating multiple departments will help me to work seamlessly with the Secret Sauce Engineers and Technicians already on staff.

I fully understand your need for an active, hands-on coordinator. As your company continues to grow and evolve, my coordination and organization skills will not only help to streamline the process but will also allow you the freedom and ability to focus on the larger issues at hand.

I fully enjoyed our time together but neglected to mention at the time that prior to my last position as a _____ (job title) specialist with the _____ company, I spent six months working as a professional _____ and _____. This experience helped hone my organizational skills as well as develop my book keeping and clerical skills.

Thank you again for your time and consideration. I am very interested in working with you and I look forward to hearing from you in regards to this position.

Sincerely,

Your Signature

Your Typed Name

ONE ON ONE INTERVIEW – Version 2

Your Name
Your Address
Your City, Province, Postal Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, Province, Postal Code

Dear Mr./Ms. Last Name:

Thank you for the opportunity to interview for the position of _____.

I am incredibly interested in the position and equally excited about the possibility of working in the _____ Department at _____.

I know that I would not only be a valuable asset to your team, but that I am an excellent candidate for this position.

In addition to my _____ background and experience, I also bring attention to detail, a strong work ethic, organization skills, and enthusiasm. I am incredibly dedicated to my work and am also motivated, focused and disciplined. I pride myself on my ability to get a job done not only right the first time, but on time as well.

I truly appreciated the opportunity to speak with you further about this position and I look forward to hearing from you soon. If there is any information, samples or examples of my past work I can provide or questions I can answer to help expedite the decision making process, please do not hesitate to let me know.

Sincerely,

Your Signature

Your Typed Name

EXAMPLE TEMPLATE - GROUP INTERVIEW

Your Name
Your Address
Your City, Province, Postal Code
Your Phone Number
Your Email

Date
Name
Title
Organization
Address
City, Province, Postal Code

Dear Mr./Ms. Last Name:

I would like to thank you and your staff for taking the time to meet with me and discuss the _____ position at _____.

The questions asked during the interview were not only thought provoking, but were also stimulating and intelligent and have only reinforced my desire to become a part of such an amazingly dynamic and hardworking team.

I am confident my skills with coordinating projects as well as my attention to detail and organization will complement the skill sets of your team and I look forward to possible future collaborations.

If there is any information I can provide or questions I can answer to help expedite the decision making process, please do not hesitate to let me know.

Again, it was an absolute pleasure meeting you and the rest of your team in today's interview. Thank you for your time and consideration.

Best regards,

Your Signature

Your Typed Name

**EXAMPLE TEMPLATE - INFORMAL INTERVIEW
(GRADS AND THOSE JUST ENTERING THE JOB MARKET)**

Your Name
Your Address
Your City, Province, Postal Code
Your Phone Number
Your Email

Date
Name
Title
Organization
Address
City, Province, Postal Code

Dear Mr./Ms. Last Name:

Thank you for taking the time to meet with me at the Douglas College Career Fair today. I know you were incredibly busy and I truly appreciated your time and attention in the midst of so much activity.

I also appreciated you explaining in detail not only what your company stands for but also the positions available within it. I know that you are interested in hiring several employees in the very near future and I want to re-emphasize my dedication to securing one of those positions.

My education here at the Douglas College has not only prepared me for a career in customer services by teaching me the core fundamentals and theories, but through their extension learning program, has also given me hands on training and real world experience.

I know my dedication, enthusiasm and training will help to make me an asset to your team and company overall.

I look forward to an opportunity to speak to you further about these positions in a less crowded venue. I will contact you next week to arrange an appointment.

Thank you again for your time and consideration.

Best regards,

Your Signature

Your Typed Name

EXAMPLE TEMPLATE – FOLLOW UP

Your Name
Your Address
Your City, Province, Postal Code
Your Phone Number
Your Email

Date
Name
Title
Organization
Address
City, Province, Postal Code

Dear Mr./Ms. Last Name:

Thank you so much for talking with me today about the position with the _____ and _____ team at _____. I was inspired by your knowledge of and dedication to the company and their ongoing research in the fields of _____.

I am positive that I have what it takes to bring that same level of dedication to your company. As I mentioned, it has long been a goal of mine to work at _____. My previous experience as a _____ and my extensive training in _____ has prepared me well for this position. I look forward to bringing my skills in _____ and _____ to the _____ table.

I would very much like to take the next step in this process and discuss this position further with you at your office. I will contact you later this week to schedule a time when we can meet.

Again, thank you for your time. I look forward to meeting with you.

Best regards,

Your Signature

Your Typed Name

EXAMPLE TEMPLATE – FOLLOW UP WITH PRIOR WORK EXPERIENCE

Your Name
Your Address
Your City, Province, Postal Code
Your Phone Number
Your Email

Date
Name
Title
Organization
Address
City, Province, Postal Code

Dear Mr./Ms. Last Name:

Thank you again for meeting with me this afternoon to further discuss the available position as a _____ . The discussion was a stimulating one and I found myself not only enthused about the potential to work with such a dynamic company, but by the direction that you see the company moving in within the next five years.

I came away from our meeting with a great sense of appreciation for your company's mission and core objectives. Our conversation has only served to further strengthen my resolve to work with _____ .

During my career, I have consistently delivered outstanding performance in all my districts. My strong history of outstanding customer service and loyal relationships with over _____ accounts in all of the _____ provincial territories is a testament to my dedication to my career and my craft. If given the opportunity to work with _____ . I intend to leverage my network from day one and use it as a base from which to expand out even further, helping to bring _____ up to an unprecedented level of exposure.

I would like to take this opportunity to once again express my strong desire to work with _____ . Please do not hesitate to contact me if you have any further questions or if you would like to schedule another interview.

Thank you once again for your time and consideration.

Best regards,

Your Signature

Your Typed Name