

THE THANK YOU LETTER TEMPLATE

Your Street Address
City, State and Zip Code

>

Date

>

> (4 spaces)

>

>

Name of Contact

His/Her Title

Company/Organization Name

Address

City, State and Zip Code

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Dear Mr., Ms., or Dr. (Contact's Name):

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The thank you letter should be brief and to the point. Emphasize your sincere appreciation to this person for taking the time to meet or interview you. Remind the recipient of your strong qualifications for the position and connect the requirements of the position directly with your skill set.

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Next, focus on your interest in the position. Mention something particularly interesting that you learned from speaking with this person. Based on this knowledge, emphasize how you would be a strong fit for the organization or position.

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Finally, each thank you letter should be concluded with an appropriate statement of your appreciation for their help and a request for action. Offer your phone number and e-mail address in case the recipient should need any further information from you.

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Sincerely,

>

> *Your signature here* (4 spaces)

>

>

Your name