

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 specific talents.

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Next, focus on your interest in the position. Describe briefly how you would be an asset to their organization. Offer your phone number in case the recipient should need any further information from you.

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Finally, request action. Each thank you letter should be concluded with an appropriate statement of your appreciation for their help and a request for action. After a networking meeting, be sure to write a thank you letter to the individuals who assisted you in gaining information or interviews.

>

Sincerely,

>

> *Your signature here* (4 spaces)

>

>

Your name

Tips for Success

- Send a thank you letter to each person who met with you
- Send letters within 24 hours after the meeting
- Consider organizational culture if you want to use more informal correspondence (a hand-written thank you card or email)