



## Thank you Letters

A thank-you letter is a form of follow-up with an employer after a job interview, informational interview, or other contact.

### Why Use a Thank-You Letter?

- ✓ It can give you an edge over other candidates who neglect this important step by showing your interest in the position you were interviewed for.
- ✓ It's another chance to re-state your qualifications, and to include information you may have not touched on in the interview.
- ✓ After an informational interview, it shows that you are appreciative, organized and detail-oriented by mentioning important points from the interview, and taking the time to follow-up.

### When to Send a Thank-You Letter?

- ✓ Immediately after each interview or contact.
- ✓ Don't forget to send a thank-you note to the people who give you job leads, advice and information.
- ✓ Thank-you notes for job referrals show courtesy, and are a good way to announce your new position to those who were of assistance to you in your job search.

**\* Hand-written thank-you notes are acceptable, especially if you want to make them seem more personal. \***

### Sample Thank-You Letter

NOTE: This sample thank-you letter is only a guideline on how to write a letter and put the content together. Each thank-you letter you write will be geared towards the specific job interview you had and will be specific to that interview. There are many resource books in the Employment Resource for thank-you letter samples.



Applicant Name  
123 Main Street  
Town, Province  
Postal Code  
(613) 123-4567

Date

Mr. ABC, Title  
The Manufacturing Company  
Town, Province  
Postal Code

Dear Mr. ABC:

Thank you for taking the time to interview me for the Administrative Assistant position. I enjoyed meeting with you. I am confident that my skills match your requirements, and that we could have an excellent working relationship.

Recapping my strengths and fit with the position:

- ✓ I have 8 years of successful office experience, covering all aspects of running a small office.
- ✓ I have extensive knowledge of Microsoft Office programs.
- ✓ I am able to type 60 wpm, with high accuracy.

Please feel free to contact me with any further questions. I can be reached at (613) 123-4567. I look forward to hearing from you.

Sincerely,

Applicant Name