

Writing a thank you letter, ...

or thank you email, after an employment interview is a must. In fact, some employers think less of those interviewees who fail to follow-up promptly. Plan to send out your thank you letter as soon as possible (preferably within twenty-four hours) after your interview.

In addition to thanking the person you talked with, the thank you letter reinforces the fact that you want the job. Note: Even if you do not want the job, write a thank you letter respectfully withdrawing your application, because you never know what the future holds so why burn your bridges?

April 25, 2009

Interviewer's Name
Organization's Name
Street Address
City, State, Zip Code

Dear (Mr. or Ms.) Interviewer's Last Name:

I would like to take this opportunity to thank you for your time and to again express my interest in the *Sales Associate* position. I enjoyed learning the history of Tiffany & Company and am excited about the possibility of becoming a part of your sales team.

As mentioned yesterday, I believe that my six years of experience as a salesperson and manager in the jewelry industry would be beneficial to Tiffany & Company. In addition to being certified as a master gemologist, I have been the top salesperson with my current employer for three consecutive years. I take great pride in being a top performer, but am also pleased to be able to bring a little joy into the lives of others.

Thank you again for your time and consideration. I am available to answer any additional questions you may have and look forward to hearing from you soon regarding your hiring decision.

Sincerely,

Your name, typed

