THANK YOU NOTE TIPS

Prepared by Eileen J. Heely for Rocky Point CAP

The purpose of the note is to thank the person for their time and let them know that you really enjoyed meeting them. If there was something about the job that you think makes you especially qualified, take this opportunity to remind them. If there is something about it that you think is really exciting, again, use this opportunity. Let them know that you are looking forward to hearing from them shortly. Include you phone number and email if they need any additional information from you.

PERSONAL HEADING

DATE OF LETTER

EMPLOYER'S NAME
TITLE
ORGANIZATION
STREET ADDRESS
CITY, STATE, ZIP CODE

Dear Mr./Mrs. _____:

Thank you so much for taking the time to meet with me on __(date)_____ to discuss the position of _____(title)_____. I am really excited about the opportunity to work with your organization. As we discussed during the interview, I have the skills and abilities to add immediate value to your organization.

I look forward to hearing from you shortly. Feel free to contact me at ____(phone number/email address)_____. Thank you again for your consideration.

Sincerely,

(YOUR SIGNATURE)

YOUR NAME TYPED