

SAMPLE LETTERS

The Thank-You Letter is one of the most important yet least used tools in a job search. It is used to establish goodwill, to express appreciation, and/or to strengthen your candidacy. The basic rule of thumb is that everyone who helps you in any way gets a thank-you letter. When used to follow up on employment interviews, thank-you letters should be sent within 24 hours to everyone who interviewed you. Make your letters warm and personal, and use them as an opportunity to:

- Reemphasize your strongest qualifications
- Reiterate your interest in a position
- Provide supplemental information not previously given
- Draw attention to the good match between your qualifications and the job requirements
- Express your sincere appreciation.

Also, be sure to send thank-you letters to each of your contacts who granted you information interviews and to people who provided references for you.

Sample 1 – Thank-You Email (Modified Block Format)

October, 8, 2008

Dear Dr. Edmonds;

I want to thank you very much for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work.

My enthusiasm for the position and my interest in working for AES were strengthened as a result of the interview. I think my education and cooperative education experiences fit nicely with the job requirements, and I'm sure that I could make a significant contribution to the firm over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at 804-685-5555 if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

Frederick Bryan
Frederick Bryan

Sample 2 – Thank-You Letter (Modified Block Format)

76 Langley Circle
Vienna, VA 22081
May 28, 2002

Ms. Anita Louverly
Director of Human Resources
KLG Corporation
Business Park
Dunn Loring, Virginia 22017

Dear Ms. Louverly:

It was a pleasure to meet with you yesterday to discuss the Human Resource Assistant position open in your organization. The information you shared with me about KLG Corporation was excellent, and I am excited about the possibility of applying my education and experience to such a dynamic organization.

As we discussed, my qualifications seem well matched for the position. My previous internship and summer jobs allowed me to gain substantial experience in the human resource management field and to become familiar with HRIS, the same system that KLG uses. Additionally, my volunteer activities with the Society for Human Resource Management have kept me current with the field and helped me develop skills in the area of public speaking and leadership.

If I can provide you with any additional information, please let me know. I look forward to hearing from you with your decision at the end of next week.

Sincerely,
John Somersby
John Somersby

Sample 3 – Thank-You Letter (Modified Block Format)

Your Name
Address
City, State, ZIP
Date

Interviewer's Name
Department Name
Company Name
Address
City, State, ZIP

Dear Mr./Ms. _____:

I would like to take this opportunity to thank you for the interview we had on _____ for the position of _____. I was very interested in the information you provided me regarding (indicate one piece of information that was of particular value or of interest to you)

_____.

As I indicated to you, my strengths are in _____

_____.

I feel that with these, I can add value to this position, and the department. I am looking forward to hearing from you.

Sincerely,

Signature

Your Name Typed