

HOW TO WRITE A THANK YOU LETTER

Thank you letters are **prompt**, personal replies to express your appreciation for an interview and to reiterate your interest in and qualifications for the position for which you interviewed.

Sending a thank you letter leaves a positive impression and can sometimes be the deciding factor as to who gets offered the position. It is important to **send a thank you to each of the individuals you interviewed with within 24 hours following the interview.**

If you decide you are no longer interested in the position, it is still common courtesy to send a thank you note as it reflects your professionalism. It also keeps the door open if you should become interested in the organization sometime in the future or if the person you met with knows of another opportunity that might interest you.

Choose one of the following methods:

- o Use a card and hand write your message
- o Use the same paper that your resume was printed on and type it
- o If your previous correspondence with the employer has been via e-mail, it is appropriate to send a thank you letter via e-mail. It is better to e-mail a thank you letter than to not send one at all.

GENERAL GUIDELINES

- The letter should be concise and in a business format
- Express appreciation for the interviewer's time and consideration of you as a candidate
- Try to personalize your letter while maintaining professionalism

LETTER INTRODUCTION

- o Show your appreciation for the opportunity to interview
- o Make a specific reference to the position

THE BODY OF THE LETTER

- o Reiterate your interest in the job/internship and remind the interviewer of your key skills and experiences that match the position
- o Refer to aspects of your discussion during the interview that further confirmed your interest in the job and/or company or that increased your confidence that you are a good fit for the position.

CLOSING REMARKS

- o Restate your gratitude, clarify method of follow-up (i.e. "I look forward to hearing from you soon" or "I will call you on Friday regarding your decision"), and close on a positive note.

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SAMPLE THANK YOU LETTER

Your street address
Your city, state and zip code
Your telephone number with area code
(date)

Recipient's name
Recipients job title
Company name
Company street address
Company city, state and zip code

Dear Ms. Swanson:

Thank you and your team for interviewing with me yesterday to share details about the (name of position) at (name of company).

After talking with you and your staff, I am eager to reaffirm my interest in the position and in a company that supports the local community. I am confident that my knowledge with the product line and strong retail sales experience combined with my educational background would prove to be an asset to your department.

I look forward to hearing from you soon regarding your final decision. Please feel free to contact me if I can provide you with any additional information.

Again, thank you for the interview and for your consideration.

Sincerely,

Your name