

Post Face-To-Face Interview Thank You Letter

This letter will be 1 to 1 ½ pages maximum length. You may begin drafting this after your face-to-face interview, but never send any letter to a prospective employer until you have received post interview follow-up and forward directions from your “Headhunter”. This letter will be attached to an email that you send to the Hiring Authority.

YOUR PERSONAL LETTER HEAD HERE WITH YOUR NAME, ADDRESS, CITY, STATE, ZIP, AND CELL PHONE NUMBER

Date

Hiring Authority’s Name
Their Title
Company Name
Street Address or PO Box
City, State, Zip Code

Dear (First Name or Mr./Mrs./Miss, or Ms./Dr., etc.)

It was a pleasure to have had the opportunity to meet with you (and name the others involved in the interview process) on _____ (date) to discuss the _____ Name of Position) opportunity with _____ (Name of Employer)! Thank you for the time you (and they) spent describing the position to me and for the courtesies extended.

The position we discussed is of great interest to me! I am confident that my _____ (List Competitive / Operational / Technical / Market / or Customer Advantages You Bring) experience and knowledge will enable me to make a significant contribution to _____ (Company Name) in both the near and long term!

As we discussed, _____ (Company’s Name) needs a _____ (Position Title) who can or will _____ (State specific problems, needs, and expectations / objectives discussed).

As I mentioned, I can and have _____ (state past experience or achievements that precisely align with problems, needs, and timely expectations / objectives of the position). In addition I can / will bring _____ (State Specific Competitive Advantages, Knowledge, Skills, or Experience) that will create near term forward momentum in _____ (Company’s Name) and long term _____ (describe the Long Term Objectives / Expectations).

(You may also present some of your ideas/approaches to resolving problems or establishing programs). (You might also state related experience from your personal work history that might illustrate prior performance on this type of problem or program.)

I am sincerely interested in joining _____ (Company’s Name) and look forward to hearing from you at your earliest possible convenience.

Very truly yours,

Your Name

P.S. My expense receipts are enclosed and tallied for reimbursement.

