



How to Write a Thank You Letter*

Thank you letters should be sent after each interview (within 24 hours) regardless of how well you think it went. It's a sign of professional courtesy. Hiring managers don't get thank you letters very often, so it is a good way to impress them one final time.

Use the format below to write your thank you letter (all left justified as in your cover letter):

Your Contact Details:

Your Name

Your Address (Street, City, State, Zip Code)

Your Phone Number

Your Email Address

Hiring Manager's Contact Details:

Their Name

Title

Company

Address (Street, City, State, Zip Code)

Today's Date:

(Month, Day, Year)

Greeting:

(Dear Mr./Ms./Mrs./Dr.),

Thank You Letter Body:

1st Paragraph – Thank the interviewer for their time, and express your appreciation for the interview.

2nd Paragraph – Explain why you're a good candidate for the job. List the skills that make you a strong choice for the position. If at all possible, use examples that came up during the interview and expand on them.

3rd Paragraph – If you weren't able to discuss part of what makes you a good candidate during the interview, use this space to further explain. You can also use this space to clear up any misconceptions, or rough spots during your interview.

4th Paragraph – Express your appreciation for the interview again, and thank the hiring manager for their consideration. Tell the hiring manager that you look forward to hearing from him/her.

Closing:

Best Regards OR Sincerely,

Signature:

Your Signature (Typed or Handwritten)

Additional Thank You Letter Tips

- **Make it professional.** If you made a personal connection with the hiring manager during your interview, you can make a reference to it — but don't overdo it.
- **Make it concise.** When detailing the reasons you'd be a strong candidate, keep in mind that you'll just want to include the major highlights. The thank you letter should be used as a gentle reminder.
- **Make it interesting.** Don't write a generic thank you letter simply thanking the hiring manager for the interview, and giving him/her vague statements about your abilities and skills. Be specific and engage with the conversation you had during the interview.
- **Make it well written.** Make sure you've edited out all spelling and grammar errors. You don't want to leave a final bad impression due to careless mistakes.

Just because your Thank You Letter is the third most important document in a job application (after your cover letter and resume) doesn't mean you should pay it any less attention. In fact, having a strong Thank You Letter ensures you will leave a good impression in the mind of the person who interviewed you.