

Thank You Letter Samples

Your Name
Your Street Address
City, State Zip Code
Email Address
Phone

Name of Contact
Name of Company
Address
City, State, Zip Code

Date

Dear Mr./Ms. _____:

Thank You Letter Tips

- Restate your qualifications and interest in the position
- Use resume paper to type your letter or hand write a thank you card
- For typed notes, the envelope should be typed
- For handwritten notes, the envelope should be handwritten
- If you send a thank you card be sure it looks professional
- Send the letter/card within 24 hours of your interview
- If you know the hiring decision will be make quickly, it's OK to send an e-mail thank you

Sample 1: General Thank You Letter

Thank you for taking the time to discuss the second grade teaching position at Willow Hills Elementary School. After meeting with you and observing your school, I am further convinced that my background and skills coincide well with your needs. I would certainly enjoy working with you.

I look forward to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Job Seeker
Job Seeker

Sample 2: Builds on Strengths

I'd like to thank you for talking with me about the research-assistant position in your lab. I truly appreciate the time and care you took in telling me about the position.

I'm so pleased that you agree my senior research project provides me with excellent experience for the position. I am eager to bring my passion for this area to the position, and I am convinced the knowledge and experience I've already cultivated makes me the best researcher for the job.

I very much look forward to learning of your decision. Please feel free to contact me if you need more information about my qualifications.

Thank you again for an exhilarating interview.

Sample 3: Damage Control

Thank you for the time you took to interview me for the seminar leader position. After our interview, I'm convinced that I have the three top qualities you're looking for in your workshop/seminar leaders. I know you expressed some concern in our meeting that I have not worked in a personnel department. I want to stress, however, that I have participated significantly in the hiring process for my sorority and have a solid record of achievement in my human resource classes.

As for your requirement for public-speaking experience, my having been a leader of new-student orientation groups at my college for three years, along with outstanding grades in my public-speaking classes, qualify me nicely.

Finally, I have enclosed some writing samples to further demonstrate the third ingredient, my communication skills.

Thank you again for this wonderful opportunity to interview for this position. I promise you I won't let you down if you give me the chance to show what I can do. I eagerly await the next step of the process.

Sample 4: Job Fair

Thank you for taking the time to meet with me at the University of Minnesota's Career Fair. I certainly appreciate your time.

You were extremely thorough in explaining your company's customer service and marketing trainee program. Now that I have a better idea about the position, I am even more convinced I would be an asset to your team.

My solid education and the fact that I have worked my way through college show work ethic and determination, two qualities you said were important to success at your company/organization.

I look forward to an opportunity to visit your office and speak to you further about the trainee program. I will contact you next week to arrange an appointment.

Thank you again for your time and consideration.

Sample 5: Interview Afterthoughts

I'd like to thank you for the time you spent talking with me about the marketing-research analyst position you have open at your magazine. I am very excited about this position and convinced that my marketing training equips me for the job.

I meant to mention during the interview that last summer I attended a three-week intensive seminar on SPSS, the foremost marketing-research software package. I know the job description mentions the ability to use SPSS, and I wanted to make sure you knew that I am extremely well-versed in the use of this software. Please contact me if you have any questions about my ability with this program or about any of my other qualifications.

As you know, my work-study position in the institutional research office here at the University of Minnesota provided an excellent background for marketing-research work.

I look forward to hearing from you soon about the position, and I again thank you for meeting with me.