

Thank you Letters

If you want to make a great impression after an interview, send a thank you note!

Thank You Letter Tips

- It is best to mail a handwritten thank you letter. Email can be used in unusual situations
- Remember to get contact information from all interviewers (business cards if possible)
- If you interview with several people, send a thank you letter to each person
- Send the thank you letter within 24 hours
- Check for spelling and grammar errors

Sample Thank You Letter

Month, Day, Year

Interviewer's Name
Title
Department, Company
Address

Dear (Interviewer's Name):

I would like to thank you for your time and the opportunity to interview on **Date**, for the **Position** in/at *Company Name or Department*. I am very excited about the position and thank you for allowing me the opportunity to interview with your company.

Working as a (**Work Experience Pertinent to Current Position**) has allowed me to (**Skills Learned**). I am certain that these skills would be an asset to (**Company Name**) in the (**Name of Position**) position.

Once again I thank you and look forward to seeing you again soon. I will follow up on the interview process by **Date**.

Sincerely,

Name
Contact Information