

Writing a Thank You Letter

Following an interview it is proper and thoughtful to send a thank you letter. In addition to being good manners, it provides further opportunity for you to express interest in the position, to show your suitability for it and to clarify or resolve issues that surfaced in the interview. A sincere, well written thank you letter can make a very positive impression on your potential employer and may even nudge him/her to give your employment credentials immediate and favorable consideration.

General Guidelines

- Write it within 48 hours after the interview.
- It is best to type your thank you letter on standard size paper that matches your resume rather than to hand write it on thank you note paper. Do not exceed one page.
- Name specific items that impress you and for which you are grateful.
- Briefly review a couple of your qualifications for the position.
- A thank you letter is appropriate even if the interview was by phone, you were rejected for the position, or you plan to turn down the offer.
- Should you no longer be interested in the position, then you need to say so politely, and, if appropriate, give a couple of reasons why.
- In addition, you should also send thank you notes to anyone in the church or organization who housed, entertained or helped you in a significant way. These notes may be neatly handwritten on note paper.

Format for a Thank You Letter

Introductory Paragraph: State your appreciation for the interview.

- Mention courtesies shown and individuals who were helpful.
- Refer to organizational traits that were impressive.

Body Paragraph(s): State your continuing interest.

- State two or three reasons you are still interested in the position.
- Reaffirm your compatibility and qualifications.
- Clarify and resolve issues raised in the interview.
- If you no longer wish to be considered for the position, politely inform them, and, if appropriate, give reason(s).

Closing Paragraph: Conclude with gratitude.

- Give a concluding expression of thankfulness.
- Make a simple statement of the next action upon which you agreed or that you desire.

Sample Thank You Letter - Ministry

December 5, 2005

Reverend Scott White
First Baptist Church
1600 Main Street
Macon, GA 31201

Dear Rev. White,

I want to thank you and the search committee for inviting me to candidate at First Baptist Church this past weekend. Mary and I enjoyed our time of fellowship and ministry with you, and we continue to be very interested in the position.

We were especially impressed with the careful, thorough and yet loving way the committee examined us. Your level of preparation and clarity of mission I found quite admirable.

My thoughts keep returning to the Sunday morning service and the dynamic and jubilant worship of your congregation and choir. It was truly a blessing and an awe-inspiring experience. I was especially glad that we were able to hear and enjoy "The Praise Partners." They are a very talented group. What an honor and privilege it would be to direct your choirs and special worship teams.

We continue to pray for you and the congregation of First Baptist. Thank you again for our wonderful weekend. We look forward to hearing from you soon.

Sincerely,
Carl C Smith

Carl C. Smith
123 Apple Lane
Bayport, SC 29925
(843) 555-1234
ccsmith@aol.com

Sample Thank You Letter - Teaching

Stephanie Brown

123 Maple Lane ♦ Columbia, SC 29223 ♦ (803) 555-1122 ♦ ssbrown@expressmail.com

March 9, 2005

Dr. Alan Smith
Covenant Hope Christian School
1512 Green Ave.
Rock Hill, SC 29730

Dear Dr. Smith,

Thank you for the opportunity to interview yesterday for an elementary teaching position at your school. I commend you and your staff for the remarkable love, compassion and concern you show toward the children which is balanced with orderliness and discipline. I was greatly impressed with the quality of your instructional program and would consider it a privilege to be a member of your dedicated faculty.

In the interview you mentioned that the teachers you have hired recently have all had several years of prior elementary school teaching experience. While I may not bring that asset to the job, I believe my training at Columbia International University, my long term affiliation with the Presbyterian Church of America (PCA), and my successful experience in working with children make me very well qualified to teach at Covenant Hope Christian School. Because of my background, I am able to teach with conviction the clear Christian perspective that you expressed as being a critical part of your school.

Again I thank you for making my visit so meaningful. I look forward to hearing from you soon.

Sincerely,

Stephanie Brown

Stephanie Brown